9330.1-FG

ERT Information and Planning Section

Field Operations Guide

May 2001

FEMA has developed four levels of operational guidance for use by emergency teams and other personnel involved in conducting or supporting disaster operations. This document corresponds to the level highlighted in bold italics.

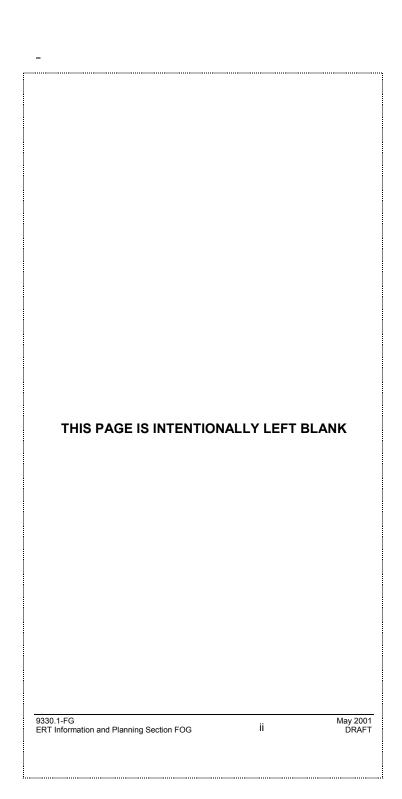|		
Level 1	Overview	A brief concept summary of a disaster-related function, team, or capability.
Level 2	SOP or Operations Manual	A complete reference document, detailing the procedures for performing a single function (Standard Operating Procedure), or a number of interdependent functions (Ops Manual).
Level 3	*Field Operations Guide (FOG) or Handbook*	*A durable pocket or desk guide, containing essential nuts-and-bolts information needed to perform specific assignments or functions.*
Level 4	Job Aid	A checklist or other aid for job performance or job training.

This document is consistent with and supports the Federal Response Plan (FRP) for implementation of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. § 5121, *et seq*.

The most current copy of this document, including any change pages, is available through the FEMA Intranet in the NEMIS Reference Library (www.nemis.fema.gov), under Response and Recovery/Policies and Guidance, Disaster Operations Guidance.

Change No.	Copy No.	Date Entered	Posted By

RECORD OF CHANGES

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This Field Operations Guide (FOG) provides a compact, portable source of reference information for personnel assigned to the Information and Planning Section of an Emergency Response Team (ERT). This FOG is designed to both complement and supplement 9330.1-PR, ERT Information and Planning Section Operations Manual.

The information and guidance in this FOG is derived from multiple sources, and much of it is subject to frequent change. As a result, users are encouraged to frequently check for updates in the Response and Recovery Room of the FEMA Reference Library (www.fema.gov/library).

Questions, comments, and suggested improvements related to this document are encouraged. Inquiries, information, and requests for additional copies should be directed in writing to FEMA, Response and Recovery Directorate, Operations and Planning Division, Assessment and Analysis Branch, 500 C Street SW, Washington DC 20472.

_____
Lacy E. Suiter
Executive Associate Director
Response and Recovery Directorate

FOREWORD

DESIGN AND USAGE

1. Contents of this FOG are color-coded by section, as identified in the Table of Contents, which begins on page V.

2. Page headings are positioned at the top of upper pages, and at the bottom of lower pages. This format facilitates faster scanning and page identification.

3. FOG pages may be individually replaced, as needed. Simply unscrew the two pins inside the front and back covers, and remove and replace (or add additional) pages, as desired. Updates will be periodically posted to the Response and Recovery Room of the FEMA Reference Library (www.fema.gov/library).

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TABLE OF CONTENTS

The Information and Planning Section is one of four Sections organized under an Emergency Response Team (ERT). The principal sources of doctrine for operations within an ERT Information and Planning Section are FEMA 9330.1-PR, *ERT Information and Planning Section Operations Manual,* and FEMA 9321.1-PR, *Remote Sensing Standard Operating Procedures.*

This Field Operations Guide (FOG) is designed to provide a hip-pocket, readily available source of information to personnel serving on an ERT in the Information and Planning Section. However, this FOG is NOT intended to simply be a smaller version of FEMA 9330.1-PR. Instead, this product is designed to be a *companion* document; therefore, it primarily (but not exclusively) consists of information (such as information collection plans, event intensity scales, and phone numbers) not included in either FEMA 9330.1-PR or FEMA 9321.1-PR.

This FOG is also a dynamic document; i.e., much of the information contained within is likely to change frequently and without notice. Therefore, when changes to this publication occur, they will be posted to the Response and Recovery Room of the FEMA Reference Library (www.fema.gov/library). Users of this FOG should periodically check the site for changes, which can be downloaded or printed, as desired.

INTRODUCTION

INFORMATION AND PLANNING SECTION ORG CHART

Section Chief
Deputy Section Chief

Situation Status Branch Chief
- Information Coordinator
- Information Analyst
- Field Observer

Planning Support Branch Chief
- Planning Coordinator
- Planning Specialist

Documentation Branch Chief
- Reports Specialist
- Documentation Specialist
- Briefing Support Specialist
- Clerical Specialist

Technical Services Branch Chief
- GIS Coordinator
  - GIS Specialist
- Remote Sensing Coordinator
  - Imagery Exploitation Team
  - Technical Specialist

NOTE: This chart only reflects the designated positions organized under an ERT Information and Planning Section. The positions (and number of each position) required to support any given disaster will be situationally determined.

PREDEPLOYMENT ACTIONS

1. ____	Contact ROC or other deploying authority and:
1A. ____	Determine if you need to bring or arrange for delivery of any specialized equipment, supplies, or literature.
1B. ____	Determine if you require any special immunizations.
1C. ____	Determine if you need to bring any special clothing or personal supplies (bug spray, etc.).
1D. ____	Determine who is the FCO, and his/her pager number.
1E. ____	Determine who is being deployed to what Section positions, and the pager or telephone numbers of deploying Branch Chiefs.
1F. ____	Determine if an ERT-A has been deployed. If so, obtain contact information for Information and Planning representative.
1G. ____	Obtain copies of all Incident Reports and Situation Reports.
1H. ____	Obtain numbers for State EOC and FEMA State Liaison.
1I. ____	Request a full status briefing on situation.
2. ____	Contact responsible FCO and determine plans. Find out when the first staff meeting will be held, and where.
3. ____	Contact supporting branch chiefs (if known). Jointly determine preliminary information collection or support requirements, as well as identify what can be accomplished prior to deployment.
3A. ____	Brief branch chiefs on information gathered in preceding checklist steps.
3B. ____	Jointly develop preliminary information collection priorities.
3C. ____	Jointly determine what actions can be taken or initiated prior to deployment.
3D. ____	Determine if a GIS Suite should be requested.
3E. ____	Establish a preliminary schedule of responsibilities and deadlines.

SECTION CHIEF CHECKLIST

SECTION CHIEF CHECKLIST

ERT ACTIONS

1. ____	Upon arrival, immediately meet with the FCO and:
1A. ____	Determine the FCO priorities.
1B. ____	Determine any initial high-priority information collection requirements.
1C. ____	Determine or establish an OPeriod (in conjunction with Operations Section Chief).
1D. ____	Determine how often and when the FCO will hold staff meetings.
1E. ____	Brief on the OPeriod Action Planning process and obtain FCO approval to schedule a daily mandatory Action Planning Meeting at a designated time.
1F. ____	Brief the FCO on how the Section will manage and control the ERT information flow to support decision-making by the FCO and other ERT staff.
1G. ____	Request FCO approval to order a GIS Suite (if required) from the Disaster Information Systems Clearinghouse.
1H. ____	Determine what displays the FCO would like in his/her office.
2. ____	Meet with and assign responsibilities, duties, and schedules to Branch personnel.
3. ____	Notify Logistics Section of:
3A. ____	Section spatial requirements in the DFO.
3B. ____	Section equipment and supply requirements in the DFO.
3C. ____	SITROOM spatial and equipment requirements.
4. ____	Determine personnel staffing requirements (above initial deployment contingent) and submit requirements to Administration Section.
5. ____	Coordinate deployment of Section Kit(s), as needed.
6. ____	Coordinate deployment of a GIS Suite, as needed.

ERT ACTIONS - continued

7. ____	Review and monitor the checklists of each Branch chief position to ensure designated personnel are performing or accomplishing their assigned actions.
8. ____	Ensure all branches receive necessary support from ERT elements.
9. ____	Meet frequently with Operations Section Chief and FCO to assess the quality of provided support, identify new support opportunities, and resolve any mutual support issues.
10. ____	Coordinate transfer of reporting responsibilities from the ROC to the DFO.
11. ____	Attend and actively participate in all FCO Staff Meetings and planning meetings.
12. ____	Prepare (in conjunction with Planning Support Branch) Operational Planning Worksheet(s) for Operational Objectives supported by the Section.
13. ____	Provide summary of Section activities for inclusion in the SITREP.
14. ____	Ensure all Branch responsibilities are accomplished in a timely, professional manner.
15. ____	Monitor Section personnel for signs of stress or fatigue.
16. ____	Meet with Branch chiefs at least once each OPeriod to assess the quality of provided support and resolve any problems.
17. ____	Ensure the FCO is kept informed about the status of Section activities.

DEMOBILIZATION ACTIONS

1. ____	Reduce staffing as appropriate to the level of activity/responsibility.
2. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
3. ____	Ensure that all equipment issued to the Section is returned to Logistics or other source.
4. ____	Ensure a final SITREP is prepared and submitted.
5. ____	Ensure an After-Action Report is prepared and submitted.
6. ____	Prepare a report to the FCO outlining Section activities and providing recommendations for improving future Section or ERT operations.

SECTION CHIEF
CHECKLIST

SITUATION STATUS
BRANCH CHIEF CHECKLIST

PREDEPLOYMENT ACTIONS

1. _____	Contact Section Chief and determine if you need to take any special actions, such as:
1A. _____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. _____	Do you require any special immunizations?
1C. _____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. _____	Contact your counterpart at the responsible ROC/Region and request a status briefing on situation.
3. _____	Contact supporting Branch personnel (if known). Jointly determine if there are any information collection or support requirements that can be accomplished prior to deployment.

ERT ACTIONS

1. _____	Upon arrival, contact the Section Chief to receive initial briefing. Determine:
1A. _____	What are your most urgent responsibilities?
1B. _____	What are the FCO priorities?
1C. _____	What recurring deadlines, meetings, or briefings have been established?
1D. _____	How many personnel will be assigned to your Branch, and who are they?
1E. _____	What is your schedule?
2. _____	Meet with and assign responsibilities, duties, and schedules to Branch personnel.
3. _____	Establish and maintain a SITROOM:
3A. _____	Ensure that room (size and location) and configuration (furnishings and organization) requirements are promptly provided to the Logistics Section.
3B. _____	Determine display requirements; advise Information Coordinator. Ensure displays are updated at least once each OPeriod.
3C. _____	Develop and enforce display management guidelines for SITROOM.

CONTINUED ON NEXT PAGE

ERT ACTIONS - continued

3D. _____	Develop and enforce SITROOM usage procedures.
3E. _____	Brief other ERT staff on the location, displays, and purpose (and encourage the use) of the SITROOM.
3F. _____	Ensure SITROOM is maintained in a neat, orderly, and professional manner.
4. _____	Determine display requirements for other areas (FCO office, Operations Section, etc.); advise Information Coordinator. Ensure displays are updated at least once each OPeriod.
5. _____	Ensure an Information Collection Plan (reflecting situationally tailored Essential Elements of Information) is developed and updated at least once each OPeriod.
6. _____	Determine if dedicated Field Observers will be required (or if field observation requirements can be fulfilled by other field personnel, such as Community Relations teams).
7. _____	Develop a highly responsive information processing system to ensure that received and analyzed information is responsively disseminated to internal and external recipients.
8. _____	Ensure an updated Daily Intelligence Summary is prepared at the beginning of each OPeriod and delivered to the FCO at or prior to the FCO Staff Meeting.
9. _____	Ensure, for each affected jurisdiction, that a Jurisdictional Profile is developed and kept current.
10. _____	Promptly identify and establish information exchange procedures with critical sources of information.
11. _____	Review and monitor the checklists of each Branch position to ensure designated personnel are performing or accomplishing their assigned actions.
12. _____	Monitor Branch members for signs of stress or fatigue.
13. _____	Meet with other branch chiefs at least once each OPeriod to review mutual support requirements and assess the quality of provided support.
14. _____	Ensure the Section Chief is kept informed about the status of Branch activities.

DEMOBILIZATION ACTIONS

1. _____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. _____	Ensure that all equipment issued to the Branch is returned to Logistics or other source.
3. _____	Prepare a report to the Section Chief outlining Branch activities and providing recommendations for improving future Branch or Section operations.

SITUATION STATUS
BRANCH CHIEF CHECKLIST

INFORMATION COORDINATOR CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact the responsible ROC/Region or State EOC (State Liaison) for a status briefing on situation? (Branch Chief may have already done so.)

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	Have preliminary Essential Elements of Information (EEI) been established?
1C. ____	What daily, OPeriod, or recurring deadlines have been established?
1D. ____	How many other Information Coordinators will be assigned to the Branch?
2. ____	Advise the Branch Chief of any requirements (e.g., field observers).
3. ____	Develop and maintain an up-to-date Information Collection Plan.
3A. ____	Determine information collection targets and primary/secondary recipients.
3B. ____	Determine critical information sources and identify POCs (names, numbers, etc.).
3C. ____	Revalidate and revise collection priorities on a daily basis.
4. ____	Ensure all incoming information is annotated with receipt time and source.
5. ____	Ensure received information is expeditiously delivered to the Information Analyst.

ERT ACTIONS - continued	
6. _____	Ensure that any information that may affect current operations is immediately disseminated internally and to the Operations and Logistics Sections.
7. _____	Determine display requirements (locations, update deadlines, POCs).
8. _____	Establish reporting protocols (needs, times, methods) with supporting field observers.

DEMOBILIZATION ACTIONS	
1. _____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. _____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
3. _____	Provide a final status briefing to Branch Chief.

INFORMATION COORDINATOR CHECKLIST

INFORMATION ANALYST CHECKLIST

PREDEPLOYMENT ACTIONS

1. _____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. _____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. _____	Do you require any special immunizations?
1C. _____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. _____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS

1. _____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. _____	What are your most urgent responsibilities?
1B. _____	What information is currently available from Regional and State/Local sources?
1C. _____	What daily, OPeriod, or other recurring deadlines have been established?
1D. _____	How many other Information Analysts will be assigned to the Branch?
2. _____	Advise the Branch Chief of any known support requirements.
3. _____	Meet with Information Coordinator frequently to refine information collection strategy and establish analytical priorities.
4. _____	Validate and analyze all new information to determine impact on operations or planning.
5. _____	Ensure discrepant information is immediately referred to an Information Coordinator for research and resolution.
6. _____	Ensure that any information that may affect current operations is immediately disseminated internally and to the Operations and Logistics Sections.
7. _____	Keep the Information Coordinator and Branch Chief informed of problems or issues.

DEMOBILIZATION ACTIONS

1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
3. ____	Provide a final status briefing to Branch Chief.

INFORMATION ANALYST
CHECKLIST

FIELD OBSERVER CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing (cold weather gear, water-resistant clothing or footwear, etc.) or personal supplies (bug spray, etc.)?
1D. ____	Do you need to bring an unusually large amount of cash or traveler's checks?
1E. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What location(s) will you be operating from, and what hours will you be working?
1C. ____	How often are you required to report, and via what method (oral or written)?
1D. ____	What issues (political, operational, or environmental) should you be concerned about or aware of?
1E. ____	What transportation and communications capabilities will you have?
1F. ____	To whom do you report (if other than Information Coordinator)?
1G. ____	Who is your point-of-contact in the field?
2. ____	Advise the Branch Chief of any known support requirements.
3. ____	Contact the Information Coordinator at the beginning of each observation shift to determine information priorities and reporting needs.

ERT ACTIONS - continued

4. _____	Ensure that any information that may affect current operations is immediately brought to the attention of an Information Coordinator.
5. _____	Keep the Information Coordinator and Branch Chief informed of problems or issues.

DEMOBILIZATION ACTIONS

1. _____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. _____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving field observation operations.
3. _____	Provide a final status briefing to Branch Chief.

FIELD OBSERVER
CHECKLIST

PLANNING SUPPORT
BRANCH CHIEF CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact Section Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Contact responsible ROC/Region and request a status briefing on situation.
3. ____	Contact supporting Branch personnel (if known). Jointly determine if there are any pre-planning or support requirements that can be accomplished prior to deployment.

ERT ACTIONS

1. ____	Upon arrival, contact the Section Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What are the FCO Priorities, and have any preliminary Operational Objectives been established?
1C. ____	What recurring deadlines, meetings, or briefings have been established?
1D. ____	How many personnel will be assigned to your Branch, and who are they?
1E. ____	What is your schedule?
2. ____	Meet with and assign responsibilities, duties and schedules to Branch personnel.
3. ____	Visit each ERT element to personally explain the OPeriod Action Planning process.
4. ____	Ensure critical OPeriod Action Planning processes are accomplished; specifically:
4A. ____	Are Action Planning Meetings being conducted each OPeriod?

ERT ACTIONS - continued

4B. ____	Is OPeriod Action Planning Meeting attendance limited only to key ERT personnel?
4C. ____	Are all ERT elements familiar with their OPeriod Action Planning responsibilities?
4D. ____	Are Operational Planning Worksheets prepared and delivered to ERT elements within one hour of the FCO's announcement of priorities?
4E. ____	Are completed Operational Planning Worksheets being collected in a timely manner?
5. ____	Ensure an OPeriod Action Plan is prepared by the designated deadline.
6. ____	Ensure ERT Operational Planning Worksheets are being used.
7. ____	Convene a Contingency Planning Meeting.
7A. ____	Determine what plans are required (ERT Relocation, ERT Reconstitution, etc.).
7B. ____	Assign responsibilities and timelines for developing necessary plans.
8. ____	Convene an ERT Management Planning Meeting.
8A. ____	Determine if a Transition Plan is required.
8B. ____	Assign responsibilities and timelines for developing a Demobilization Plan and (if required) Transition Plan.
9. ____	Convene an ERT Strategic Planning Meeting.
9A. ____	Determine if a Strategic Plan is needed.
9B. ____	Assign responsibilities and timelines for developing necessary plans or functional elements thereof.
10. ___	Monitor Branch members for signs of stress or fatigue.
11. ___	Meet with other branch chiefs at least once each OPeriod to review mutual support requirements and assess the quality of provided support.
12. ___	Ensure the Section Chief is kept informed about the status of Branch activities.

PLANNING SUPPORT
BRANCH CHIEF CHECKLIST

PLANNING SUPPORT
BRANCH CHIEF CHECKLIST

DEMOBILIZATION ACTIONS	
1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Ensure that all equipment issued to the Branch is returned to Logistics or other source.
3. ____	Prepare a report to the Section Chief outlining Branch activities and providing recommendations for improving future Branch or Section operations.

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	Have FCO Priorities been established?
1C. ____	What daily, OPeriod, or recurring deadlines have been established?
1D. ____	How many other Planning Coordinators will be assigned to the Branch?
2. ____	Advise the Branch Chief of any known but unmet requirements.
3. ____	Schedule and facilitate necessary planning meetings.
3A. ____	OPeriod Action Planning Meeting (held daily or each OPeriod).
3B. ____	Contingency Planning Meeting (as soon as practical; follow-on meetings TBD).
3C. ____	ERT Management Planning Meeting (as soon as practical; follow-on meetings if or as required).
3D. ____	ERT Strategic Planning Meeting (as soon as practical; follow-on meetings TBD).

PLANNING COORDINATOR CHECKLIST

PLANNING COORDINATOR CHECKLIST

ERT ACTIONS - continued

4. _____	Prepare (and update each OPeriod) an FCO Priorities and ERT Operational Objectives display and post to SITROOM and other designated locations.
5. _____	Frequently consult Planning Specialist(s) to ensure you are providing effective support.
6. _____	Ensure that any received information (e.g., from ERT Operational Planning Worksheets, meeting notes, etc.) that may affect current operations is immediately provided to the Information Coordinator.

DEMOBILIZATION ACTIONS

1. _____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. _____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
3. _____	Provide a final status briefing to Branch Chief.

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	Have FCO Priorities been established?
1C. ____	What daily, OPeriod, or recurring deadlines have been established?
1D. ____	How many other Planning Specialists will be assigned to the Branch?
2. ____	Advise the Branch Chief of any known but unmet requirements.
3. ____	Obtain and review all Situation Reports (Region, State, OFA) concerning disaster.
4. ____	Identify key information requirements or gaps and advise the Situation Status Branch Information Coordinator.
5. ____	Review and analyze all completed Operational Planning Worksheets.
5A. ____	Ensure objectives support the designated FCO priorities.
5B. ____	Identify any conflicting or overlapping tasks to Planning Coordinator, who will coordinate resolution.

PLANNING SPECIALIST CHECKLIST

PLANNING SPECIALIST CHECKLIST

ERT ACTIONS - continued

5C. ____	Determine if any "Factors that may Impact Success" are critical issues (i.e., will or may prevent accomplishment of Operational Objective).
6. ____	Compile Action Plan from analyzed Operational Planning Worksheet extracts; submit to Branch Chief.
7. ____	Provide Contingency Planning support.
7A. ____	Attend Contingency Planning Meeting(s).
7B. ____	Review functional inputs from ERT elements.
7C. ____	Prepare necessary Contingency Plan(s) and circulate for coordination and approval.
7D. ____	Re-analyze and revalidate Contingency Plan(s) on a regular basis.
8. ____	Provide Transition Planning support (as required).
8A. ____	Attend Transition Planning Meeting(s).
8B. ____	Review functional inputs from ERT elements.
8C. ____	Prepare Transition Plan and circulate for coordination and approval.
8D. ____	Re-analyze and revalidate Transition Plan on a regular basis.
9. ____	Provide Demobilization Planning support.
9A. ____	Attend Demobilization Planning Meeting(s).
9B. ____	Review functional inputs from ERT elements.
9C. ____	Prepare Demobilization Plan and circulate for coordination and approval.
9D. ____	Re-analyze and revalidate Demobilization Plan on a regular basis.
10. ___	Provide ERT Strategic Planning support.

ERT ACTIONS - continued

10A. ___	Attend Strategic Planning Meeting(s).
10B. ___	Review functional inputs from ERT elements.
10C. ___	Prepare necessary ERT Strategic Plan and circulate for coordination and approval.
10D. ___	Re-analyze and revalidate ERT Strategic Plan on a regular basis.
11. ___	Ensure that any received information (e.g., from Operational Planning Worksheets, meeting notes, etc.) that may affect current operations is immediately provided to the Information Coordinator.
12. ___	Meet with Planning Coordinators (and other Planning Specialists) at least once each OPeriod to resynchronize efforts, activities, and priorities.
13. ___	Ensure the Branch Chief is kept informed about the status of planning activities.

DEMOBILIZATION ACTIONS

1. ___	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ___	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
3. ___	Provide a final status briefing to Branch Chief.

PLANNING SPECIALIST CHECKLIST

DOCUMENTATION
BRANCH CHIEF CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact Section Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Contact responsible ROC/Region and request a status briefing on situation.
3. ____	Obtain copies of all available event-relative reports (Region, State, OFA, local).
4. ____	Contact supporting Branch personnel (if known). Jointly determine if there are any documentation support requirements that can be accomplished prior to deployment.
5. ____	Determine if a Section Kit will be available upon arrival. If in doubt, bring copies of products and product templates on diskette or loaded on laptop computer.

ERT ACTIONS

1. ____	Upon arrival, contact the Section Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What are the Section Chief's and FCO Priorities?
1C. ____	What recurring deadlines, meetings, or briefings have been established?
1D. ____	How many personnel will be assigned to your Branch, and who are they?
1E. ____	What is the target date to have an operational DFO?
1F. ____	Is a Section Kit available, and, if not, can one be ordered?
1G. ____	What is your schedule?

ERT ACTIONS - continued

2. ____	Meet with and assign responsibilities, duties, and schedules to Branch personnel.
3. ____	Obtain and review copies of all event-relative reports (Region, State, OFA, local).
4. ____	Closely monitor and facilitate the delivery and installation of needed equipment (computers, printers, etc.).
5. ____	Review and monitor the checklists of each Branch position to ensure designated personnel are performing or accomplishing their assigned actions.
6. ____	Poll other branch chiefs to determine if additional clerical help is required. If so, notify Section Chief.
7. ____	Poll other ERT sections/elements to determine if reporting assistance is needed. If justified, consider requesting and detailing a reports specialist.
8. ____	Contact the Records Liaison Officer in Administration Section and request that one or more Clerical Specialists be designated as "File Custodians." Ensure designees receive any required training.
9. ____	Ensure information is provided to the Branch in a timely manner.
10. ____	Meet with Branch personnel on regular basis to assess activities and identify opportunities for improvement.
11. ____	Monitor Branch members for signs of stress or fatigue.
12. ____	Meet with other branch chiefs at least once each OPeriod to review mutual support requirements and assess the quality of provided support.
13. ____	Ensure the Section Chief is kept informed about the status of Branch activities.

DEMOBILIZATION ACTIONS

1. ____	Review Section-relative After-Action Report issues and make recommendations to final report.
2. ____	Ensure that all equipment issued to the Branch is returned to Logistics or other source.
3. ____	Ensure that all records are properly disposed of.
4. ____	Prepare a report to the Section Chief outlining Branch activities and providing recommendations for improving future Branch or Section operations.

DOCUMENTATION
BRANCH CHIEF CHECKLIST

REPORTS SPECIALIST CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What is the target date to have an operational DFO?
1C. ____	What daily, OPeriod, or other recurring deadlines have been established?
1D. ____	How many other Reports Specialists will be assigned to the Branch?
1E. ____	Is production equipment (computers and printers) available?
2. ____	Advise the Branch Chief of any known but unmet requirements.
3. ____	Prepare a Disaster Fact Sheet. Update as significant changes occur or at least once a week.
4. ____	When the FCO pronounces the DFO operational:
4A. ____	Immediately submit an Initial Operating Report.
4B. ____	Assume SITREP reporting responsibility from the Region. Obtain copies of all Region SITREPs and receive briefing on status of open items.
4C. ____	Develop a SITREP production schedule.

ERT ACTIONS - continued

5. ____	Each OPeriod, prepare a draft SITREP by the designated time.
6. ____	Meet with Information Coordinator and Planning Coordinator at least daily to outline information requirements and identify problems.
7. ____	Prepare other ad hoc reports as required/requested.
8. ____	If detailed to provide reporting support to another ERT section or element:
8A. ____	Provide the requested report development and preparation assistance.
8B. ____	Keep the Information and Planning Section informed.
8C. ____	Notify the Documentation Branch Chief if you are not being used as a Reports Specialist, or of any other problems relating to the detail.
9. ____	Ensure conflicting, anomalous, or incomplete information is immediately brought to the attention of the Information Coordinator.
10. ____	Ensure that any received information that may affect current operations is immediately provided to the Information Coordinator.
11. ____	Provide other assistance as directed by the Branch Chief.
12. ____	Ensure the Branch Chief is kept informed about the status of Branch activities.

DEMOBILIZATION ACTIONS

1. ____	Provide/transfer all original (including electronic) files to the Clerical Specialist or Documentation Specialist.
2. ____	Prepare and submit final SITREP.
3. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.

REPORTS SPECIALIST CHECKLIST

BRIEFING SUPPORT
SPECIALIST CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What daily, OPeriod, or other recurring deadlines have been established?
1C. ____	What are your product-support priorities?
2. ____	Advise the Branch Chief of any known but unmet requirements.
3. ____	Prepare (or help prepare) the following briefings, as required:
3A. ____	Situation Briefing
3B. ____	Objective Status Briefing (Planning Support Branch is responsible for preparation)
3C. ____	Executive and/or Special Briefing(s)
4. ____	Prepare (and update daily) a master ERT Briefing Book. If multiple copies are needed to support visitors or other requirements, notify the Clerical Specialist.
5. ____	Be prepared to develop Talking Points to support briefings. Ensure Talking Points have been coordinated with functionally responsible ERT elements.

ERT ACTIONS - continued

| 6. ____ | Ensure that any received information that may affect current operations is immediately provided to the Information Coordinator. |
| 7. ____ | Provide technical expertise to other ERT staff, as required. |

DEMOBILIZATION ACTIONS

1. ____	Provide copies of all products to the Clerical Specialist.
2. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
3. ____	Provide a final status briefing to Branch Chief.

BRIEFING SUPPORT
SPECIALIST CHECKLIST

DOCUMENTATION SPECIALIST CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What are your priorities?
1C. ____	What daily, OPeriod, or other recurring deadlines have been established?
2. ____	Advise the Branch Chief of any known but unmet requirements.
3. ____	Develop and maintain the following products, as required:
3A. ____	Response Chronology.
3B. ____	After-Action Report.
3C. ____	ERT Briefing Books.
4. ____	Assist the Clerical Specialist with the development and maintenance of an effective records management program.
5. ____	Serve as Section recorder at staff and planning meetings and briefings.

ERT ACTIONS - continued

6. _____	Provide other assistance as directed by the Branch Chief.
7. _____	Ensure the Branch Chief is kept informed about the status of Branch activities.

DEMOBILIZATION ACTIONS

1. _____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. _____	Complete the After-Action Report and provide to Branch Chief.
3. _____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.

DOCUMENTATION SPECIALIST CHECKLIST

CLERICAL SPECIALIST CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
1D. ____	Do you need to contact anyone else for a status briefing prior to departure?

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What daily, OPeriod, or recurring deadlines have been established?
1C. ____	How many other Clerical Specialists will be assigned to the Branch, or Section?
2. ____	Advise the Branch Chief of any known but unmet requirements (e.g., high-speed copier).
3. ____	Immediately establish and publicize a responsive Section filing plan.
4. ____	Maintain historical and operational files and records.
5. ____	Establish and publicize a Section and ERT distribution plan.
6. ____	Assemble, duplicate, collate, and distribute final copies of Section products.
7. ____	Develop and establish a schedule for routine, recurring activities, such as supply runs, overnight mail deadlines, external distribution runs, routine copy runs, etc.
8. ____	Provide correspondence formatting expertise to Section personnel, as required.

ERT ACTIONS - continued

9. ____	Provide word processing expertise to Section personnel, as requested.

DEMOBILIZATION ACTIONS

1. ____	Pack and ship all original (including electronic) files to the responsible Regional office.
2. ____	Ensure all equipment is returned to the Logistics Section or other original source.
3. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving Branch or Section operations.
4. ____	Provide a final status briefing to Branch Chief.

CLERICAL SPECIALIST CHECKLIST

TECHNICAL SERVICES
BRANCH CHIEF CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact Section Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Contact responsible ROC/Region and request a status briefing on situation.
3. ____	Obtain copies of all available event-relative reports (Region, State, OFA, local).
4. ____	Contact supporting Branch personnel (if known). Jointly determine if there are any technical support requirements that can be accomplished prior to deployment.
5. ____	Determine if a GIS Suite or other GIS capability will be available upon arrival. If not, and such a capability appears necessary, contact the Section Chief and request approval of FCO.
6. ____	Pre-alert OFAs of any known potential need for technical specialists.

ERT ACTIONS

1. ____	Upon arrival, contact the Section Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What Branch positions will be staffed, and by whom?
1C. ____	What information, products, or briefings are you required to provide?
1D. ____	What daily, OPeriod, or recurring deadlines are you required to meet?
1E. ____	What is your schedule?
2. ____	Advise the Section Chief of any requirements (e.g., GIS Suite, imagery exploitation, etc.).

ERT ACTIONS - continued

3. _____	Meet with and assign responsibilities, duties and schedules to Branch personnel.
4. _____	Closely monitor and facilitate the delivery and installation of needed support equipment.
5. _____	Review and monitor the checklists of each Branch position to ensure designated personnel are performing or accomplishing their assigned actions.
6. _____	Advise the Situation Status Branch of any information collection needs.
7. _____	Poll other ERT sections/elements to determine if technical assistance (in the form of GIS, remote sensing, or on-site expertise) is required or desired.
8. _____	Monitor Branch members for signs of stress or fatigue.
9. _____	Meet with other branch chiefs at least once each OPeriod to review mutual support requirements and assess the quality of provided support.
10. _____	Ensure the Section Chief is kept informed about the status of Branch activities.

DEMOBILIZATION ACTIONS

1. _____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. _____	Ensure all imagery originals/film are shipped to the EROS Data Center.
3. _____	Ensure all equipment is returned to originator or signed over to Logistics.
4. _____	Prepare a report to the Section Chief outlining your activities and providing recommendations for improving use of technical specialists.
5. _____	Provide final status briefing to Section Chief.

TECHNICAL SERVICES
BRANCH CHIEF CHECKLIST

GIS COORDINATOR CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Contact FEMA Mapping and Analysis Center and:
3A. ____	Request electronic copies of all generated GIS products.
3B. ____	Request overnight delivery of E-size copies of operationally useful, low-perishability products.
3C. ____	Request demographic data for affected area (hard copy and/or e-mail, as desired).
3D. ____	Determine availability of GIS Suite. If available, contact Branch Chief and ask that a GIS Suite be requested.

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What information, products, or briefings are you required to provide?
1C. ____	What daily, OPeriod, or other recurring deadlines are you required to meet?
1D. ____	Is a GIS Suite available? En route? If no, is it possible to order a GIS Suite?
1E. ____	How many GIS Specialists have been requested?
1F. ____	What is your schedule?
2. ____	Advise the Branch Chief of any requirements (e.g., staffing, GIS Suite, etc.).

ERT ACTIONS - continued

3. ____	Meet with and assign responsibilities, duties, and schedules to GIS Specialist(s).
4. ____	Advise the Situation Status Branch of any information collection needs.
5. ____	Ensure any received information is immediately provided to the Information Coordinator.
6. ____	Establish a system for accepting and tracking GIS product requests.
7. ____	Coordinate/deconflict production schedule/plan with FEMA Mapping and Analysis Center.
8. ____	Visit ERT elements and explain GIS support capabilities and potential uses.
9. ____	Ensure GIS displays in SITROOM are kept up-to-date.
10. ____	Meet frequently with Documentation and Planning Support Branch Chiefs to ensure they are receiving effective GIS support.
11. ____	If GIS Specialists were provided via contractor augmentation, ensure actions are immediately initiated to replace those personnel with local hires or reservists.
12. ____	Work with Remote Sensing Coordinator (if position activated) to identify mutual support requirements.
13. ____	Contact GIS counterparts at State or OFA levels. Determine mutual support capabilities.
14. ____	Keep Branch Chief apprised of GIS activities, progress, and problems.

DEMOBILIZATION ACTIONS

1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Arrange for return of GIS Suite to the Disaster Information Systems Clearinghouse (DISC).
3. ____	Ensure all purchased equipment is returned to the network manager or Region.
4. ____	Ensure any rented GIS or support equipment is returned to originator.
5. ____	Ensure Comptroller has sufficient information to close out any contracts.
6. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving use of GIS products and services.

GIS COORDINATOR CHECKLIST

GIS SPECIALIST CHECKLIST

PREDEPLOYMENT ACTIONS

1. ____	Contact GIS Coordinator or Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?

ERT ACTIONS

1. ____	Upon arrival, contact the GIS Coordinator (or Branch Chief) to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What information, products, or briefings are you required to provide?
1C. ____	What daily, OPeriod, or recurring deadlines are you required to meet?
1D. ____	What is your schedule?
2. ____	Advise the GIS Coordinator or Branch Chief of any requirements.
3. ____	Prepare/develop GIS products as requested.
4. ____	If contractors, train replacement personnel.

DEMOBILIZATION ACTIONS

1. ____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. ____	Return all equipment or supplies to the GIS Coordinator or Branch Chief.
3. ____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving use of GIS products and services.

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	If you do not already have a copy, obtain and review FEMA 9321.1-PR, Remote Sensing Standard Operating Procedures.
3. ____	Contact the Regional Remote Sensing Coordinator to determine what, if any, remote sensing activities have been initiated.

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What information or products are you required to provide, and to whom?
1C. ____	What deadlines are you required to meet?
1D. ____	What is your schedule?
2. ____	Advise the Branch Chief of any requirements (e.g., exploitation support, etc.).
3. ____	Consult with GIS Coordinator to determine mutual support capabilities or requirements.
4. ____	Advise the Situation Status Branch of any information collection needs.
5. ____	Contact the Operations Section Chief and determine if any ESFs have initiated remote sensing activities using their own resources or through their own authorities.
6. ____	Poll the ERT to determine if any elements need remote sensing support.
7. ____	Refer to and follow the procedures outlined in the Remote Sensing SOP.

REMOTE SENSING COORDINATOR CHECKLIST

REMOTE SENSING
COORDINATOR CHECKLIST

ERT ACTIONS - continued	
8. _____	Keep the Branch Chief apprised of progress and/or problems..

DEMOBILIZATION ACTIONS	
1. _____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. _____	Ship all original film or negatives to the EROS Data Center (see Remote Sensing SOP).
3. _____	Prepare a report to the Branch Chief outlining your activities and providing recommendations for improving use of remote sensing.
4. _____	Provide a final remote sensing status briefing to Branch (and/or Section) Chief.

PREDEPLOYMENT ACTIONS

1. ____	Contact Branch Chief and determine if you need to take any special actions, such as:
1A. ____	Do you need to bring or arrange for delivery of any specialized equipment, supplies, or literature?
1B. ____	Do you require any special immunizations?
1C. ____	Do you need to bring any special clothing or personal supplies (bug spray, etc.)?
2. ____	Pre-alert potential support agencies, organizations, and/or personnel that you will be deploying, and that you may be requesting their subsequent support.

ERT ACTIONS

1. ____	Upon arrival, contact the Branch Chief to receive initial briefing. Determine:
1A. ____	What are your most urgent responsibilities?
1B. ____	What information, products, or briefings are you required to provide?
1C. ____	What daily, OPeriod, or recurring deadlines are you required to meet?
1D. ____	What is your schedule?
2. ____	Advise the Branch Chief of any requirements (e.g., transportation, etc.).
3. ____	Consult with GIS Coordinator to determine mutual support capabilities or requirements.
4. ____	Advise the Situation Status Branch of any information collection needs.
5. ____	Ensure any received information is immediately provided to the Information Coordinator.
6. ____	Notify the Planning Support Branch of any information that may impact action or strategic planning.
7. ____	Be prepared to develop background or position papers on your area of technical expertise.
8. ____	Maintain communication with parent agency or other supporting agencies/organizations.

TECHNICAL SPECIALIST CHECKLIST

TECHNICAL SPECIALIST CHECKLIST

DEMOBILIZATION ACTIONS

1. _____	Provide/transfer all original (including electronic) files to the Documentation Branch.
2. _____	Prepare a report to the Section Chief outlining your activities and providing recommendations for improving use of technical specialists.
3. _____	Provide final status briefing to Branch (and/or Section) Chief.

1.	____	Validate the request or requirement for remote sensing, i.e., determine:
a.	____	Is the information necessary (as opposed to "nice-to-have"?)
b.	____	Can the requested information be discerned from imagery analysis?
c.	____	Does the size or location of the target area preclude conventional information collection methods (e.g., ground assessment)?
d.	____	Will the requested information support one or more ERT objectives or EEI?
e.	____	Can the information be acquired quickly enough to be useful?
f.	____	Are other forms of information collection unavailable or inadequate?
2.	____	Complete the *Remote Sensing Request Preparation Checklist.*
3.	____	Contact the EDC Remote Sensing Support Coordinator and determine if the EDC can support the request.
a.	____	If the request *is* supportable, proceed to step 6.
b.	____	If the request is NOT supportable, proceed to step 4.
4.	____	Contact the FEMA Headquarters RSC and request support.
a.	____	If NTM support is available, the FEMA Headquarters RSC will coordinate product delivery.
b.	____	If NTM support is NOT available, proceed to step 5.
5.	____	Contact the Defense Coordinating Officer (DCO) or (through FEMA Headquarters RSC) the Military Support Liaison Officer (MSLO) and determine if aerial reconnaissance support is available.
a.	____	If the request *is* supportable, proceed to step 6.
b.	____	If the request is NOT supportable, notify the FEMA Headquarters RSC that support is not available either through the EDC or DOD, and determine if any other options are available.
6.	____	Determine the projected cost of the support, and prepare/coordinate the necessary mission assignment (using the Request for Federal Assistance form).
7.	____	If imagery analysts will be required to exploit the imagery, notify the Technical Branch Chief that technical specialists will be required. Recommended source is the National Imagery and Mapping Agency (NIMA) Disaster Response Team.
8.	____	Monitor the provision of assistance. Notify the Region and/or FEMA Headquarters RSCs of any problems.
9.	____	Ensure all imagery (film) is returned to the EDC for storage.

REMOTE SENSING
ACQUISITION CHECKLIST

REMOTE SENSING REQUEST PREPARATION CHECKLIST

1. __	What are the coordinates of each point (or boundary coordinates of each area) you require to be remotely sensed?		
	PLACE NAME	LATITUDE	LONGITUDE
		N	W
		N	W
		N	W
		N	W

2. __	What information is sought from the remote sensing?	
	a.	Damage Assessment
	b.	Extent of Flooding and/or Storm Surge
	c.	Extent and Degree of Debris
	d.	Boundaries of Disaster Area
	e.	Other: (describe)_____ _____ _____

3. __	What final product do you require?	
	a.	Raw imagery (e.g., photograph or non-photographic image)
	b.	Exploited imagery (e.g., analyzed by imagery analyst)
	c.	Imagery-derived product (e.g., flood extent maps, etc.)

4. __	What size product do you require?	
	a.	Poster size How many?
	b.	Paper size How many?

5. __	What timeframe are the products needed?	
	No Later Than:	
	Continue until:	or product(s) delivered

6. __	Who are the primary and alternate POCs for this request?		
	PRIMARY	Name:	
		Phone:	Pager:
	ALTERNATE	Name:	
		Phone:	Pager:

7. __	What is the shipping address for any products?
	_____ _____ _____ _____

8. __	Has funding been approved for this request ?
	MA Number:
	Fund Cite Number:

IF ENROUTE TO A DFO

Notify the ROC Information and Planning Section Chief that you will require a GIS Suite to support ERT Information and Planning Section operations. The ROC will coordinate approval and Headquarters support. If a ROC is not activated, notify the Region Operations and Planning Team Leader.

IF DEPLOYED TO A DFO

Notify the ERT Information Technology Coordinator (ITC) that you require a GIS Suite to support Section operations. The ITC will coordinate FCO approval and Headquarters support.

REFERENCE

For detailed procedures, refer to Section VI of the *ERT Information and Planning Section Operations Manual,* or to the document *Procedures for Obtaining Geographic Information System (GIS) Support at a Disaster Field Office (DFO).*

FEMA HQ GIS POINTS OF CONTACT

TITLE	PHONE
GIS TEAM LEADER	202-646-2813
GIS SUITES MANAGER	202-646-2825
LEAD GEOGRAPHER	202-646-4503
MAC GIS LEAD EXPERT	202-646-2593

GIS SUITE
REQUEST PROCEDURES

GIS DATABASES

AVAILABLE FROM THE FEMA MAPPING AND ANALYSIS CENTER

Boundary Data

Block Group Centroids and Boundaries
Congressional Districts
County Boundaries
Ocean Boundary File
ZIP Code File
Other Jurisdictional Boundaries

Census Data
(State, County, Block Group)

Census Housing Type & Value by Block Group
Census Housing by Year Built by Block Group
Census Income Demographics by Block Group
Census Language Demographics by Block Group
Census People Demographics by Block Group

Environmental Data

Super Fund Sites
Toxic Release Inventory Sites

Facilities

Airports
DOT Highway Bridges
Federally Administered Lands
Hospitals within the US
Midwest Historical Buildings and Landmarks
National Register of Historic Places
Other Critical Facilities

FEMA Compiled Data

Damage Assessment
Disaster-related Unemployment Claims
Helpline Calls
Housing Inspections
SBA Applicants
Teleregistrants and other NEMIS Data
FIA Policies in Force
Q3 Floodplain

Street Data

Interstates and Highways
Local Streets

Utilities

Natural Gas Pipelines
Nuclear Plants by Plant
Nuclear Plants by Reactor Locations
Public Water Supply Plants
Sewer Treatment Plants

USGS Maps

USGS 100k Quad Maps
USGS 250K Quad Maps
USGS Quad 7.5 minute Map Index

Grid Maps

1 Degree Grid Map
5 Degree Grid Map
10 Degree Grid Map
15 Degree Grid Map
30 Degree Grid Map

Other

Claritas Business Establishment Data

AVAILABLE FROM THE FEMA MAPPING AND ANALYSIS CENTER

GIS DATABASES

GIS SUITE COMPONENTS

Hardware:

Pentium file server and 2 workstations
Internal RAID array for GIS data storage (438 GB)
Black & White and Color (letter and E-size) printers
Internal 4mm tape backup unit (for daily backup)
Internal CD writer (for archiving final data sets)
LAN hub and cabling
UPS (3)

Software:

MapInfo Professional
Novell Netware
Adaptec (CD-writer software)
ArcServe

Expendable Supplies:

2-3 boxes of plotter paper
Seven 4mm backup tapes
5 blank CDs
6 ink cartridges each of cyan, yellow, magenta for
  color printers/ plotter
9 black ink cartridges for the printers/plotter
7 Ten- Base T Twisted Pair cables

Standard Data:

A set of non-proprietary databases in MapInfo format pre-loaded on the system. These databases include various boundary, facility, and resource files from the FEMA HQ database. In addition, the following proprietary MapInfo databases are pre-loaded on each system:

Census information at the block group level
Street information
Congressional district boundaries
Zip code boundaries

Optional Data:

Claritas business establishment data
Additional resource and/or facilities data
Flood zone data (Q3)
Teleregistrants data
Region/Disaster-specific data

GIS SUITE COMPONENTS

EEIs - STANDARD

PERIOD OF MAXIMUM VALUE			ESSENTIAL ELEMENTS OF INFORMATION
1 - 3 DAYS	4 - 10 DAYS	11 + DAYS	
Disaster Area EEI			
→→→			Boundaries of the Disaster Area
→→→→			Access Points to the Disaster Area
→→→→→→			Jurisdictional Boundaries
→→→→→→→			Social, Economic and Political Impacts
→→→→			Hazard-Specific Information
→→→→→→→→→→			Seismic and/or Other Geophysical Information
→→→→→→→→→→			Weather Conditions/Forecasts
→→→→→→→→→→			Historical and Demographic Information
Assessment EEI			
→→→			Predictive Modeling Impact Projections
→→→→			Initial Needs and Damage Assessments
→→→→→→			Status of Communications Systems
→→→→→→			Status of Transportation Systems and Critical Transportation Facilities
→→→→→→			Status of Operating Facilities
→→→→→→			Status of Critical Facilities and Distribution Systems
→→→→→→			Status of Energy Systems
→→→→→→			Status of Critical Resources and Resource Shortfalls
Response and Recovery EEI			
→→→→→			Status of Emergency or Disaster Declaration
→→→→			ESF Activations
→→→→→→→→→→			Major Issues/Activities of ESFs and Other Functional Areas
→→→→→→→			Key Federal and State Personnel and Organizations
→→→→			Remote Sensing Activities
→→→→→→→→			FCO/SCO Priorities
→→→→→→→			Recovery Program Statistics
→→→→→→→			Donations
→→→→→→→			Status of Upcoming Activities and Events
→→→→→→→→→→			Status of Efforts Under Other Federal Emergency Plans and Authorities

EEI	Specific Information Required	EEI Provider	When Due
Boundaries of Primary (flooded) and any Secondary Disaster Areas	Geographic locations sustaining damage Description of extent of damage sustained Boundaries of areas evacuated Estimated % of population evacuated Estimated % of population unable to return Polygons/files created for development of GIS maps by one GIS unit which can be used by other GIS units. All remote sensing imagery or derived maps	ESF-5	Initial estimate NLT 12 hours following flooding For GIS polygons: As soon as produced. JPEGs posted NLT 24 hours following GIS product
Socio-Economic/ Political Impacts	Number of homes affected Potential/estimated population affected Number of shelters open/population Number and type of businesses affected Status of local government operations (including police, fire services and EMS) Potential shelter requirements	ESF-5	Initial estimate NLT 12 hours following flooding
Jurisdictional Boundaries	List of jurisdictions (cities, counties) affected, with maps Political and congressional jurisdictions affected	ESF-5	NLT 12 hours following event

EEI - FLOOD EVENT

EEI - FLOOD EVENT

EEI	Specific Information Required	EEI Provider	When Due
Status of Transportation	Status of area airports Status of major/primary roads Status of critical and non-critical bridges Status of railways Status of ports, navigation facilities, and locks Status of public transit systems Status of transcontinental/ regional natural gas and fuel pipelines Status of evacuation routes Status of control systems: air, rail, and marine traffic How accessible are the most severely impacted areas? Is debris a problem on major roadways or bridges?	OPS	Initial report/ estimate within 1 to 6 hours following event NLT 12 hours following event
Status of Key Personnel	Where is the ERT-A Team Leader located? Who is designated as the FCO and where is he or she currently located? Who is designated as the State Coordinating officer and where is he or she located? Is a State Liaison deployed from the Region?	ESF-5	Within 4 hours following Disaster Declaration

EEI	Specific Information Required	EEI Provider	When Due
Status of Communications	Status of telecommunications service (including Internet) and infrastructure, including towers Reliability of cellular service in areas affected Potential requirement for radio/satellite communications capability Status of emergency broadcast (TV, radio, cable) system and ability to disseminate information	ESF#2	NLT 12 hours following flooding
Status of Emergency Operations Centers	Status of local EOCs Status of State EOC Status of Agency EOCs Location and status of Federal facilities established	Ops	NLT 1 hour following flooding
Hazard-Specific Information	What is potential for ancillary events? What is extent of fire? What is potential for (or extent of) further flooding? Number/estimate of collapsed structures potentially requiring Urban Search & Rescue (USAR) Potential for release of HAZMAT Potential/actual damage/failures What is potential for landslides, mudlslides or other hazards?	ESF-5	Ongoing

EEI - FLOOD EVENT

EEI - FLOOD EVENT

EEI	Specific Information Required	EEI Provider	When Due
Weather	What is the post-event weather forecast and implications for impeding operations?	ESF-5	Ongoing
Status of Critical Infrastructures and Facilities	Status of potable and nonpotable water and sewage treatment plants/ distribution systems Status of electrical power generation and distribution Status of medical facilities (hospitals/nursing homes) Status of schools and other public buildings Status of fire and police facilities Status of water control projects, dams, and levees Status of landfill and solid waste removal system Status of local fuel/natural gas pipelines	Ops USGS (EDC)	NLT 24 hours following flooding
Status of ESF Activations	Which ESFS are activated?	Ops	Within 3 hours of activation
Major Issues/Activities of ESFs/OFAs	What operations and assessments are agencies conducting under their own authorities? What mission assignments have been issued? What is status of Mission Assignments?	Ops ESF-5	NLT 24 hours following event
Priorities for Response	What are the Federal operational priorities?	ESF-5	At beginning of each OPeriod

EEI	Specific Information Required	EEI Provider	When Due
Resource Shortfalls	What are the actual or potential resource shortfalls of the State? What are the anticipated requirements for Federal resources? What are potential or actual Federal shortfalls? What are potential sources for resource shortfalls? What resources are available and where are they located? Priorities: water, food, power, medical, heat, communications	Ops	Initial estimate within 12 hours following event and updated every 12 hours
Status of Declarations	Is there a Presidential Declaration? What is the type of declaration? Which jurisdictions are included? Which types of assistance are authorized? Are there special cost-share provisions regarding Direct Federal Assistance? When are PDAs scheduled? Which jurisdictions will be assessed, and when?	ESF-5	ASAP
Upcoming Activities	What is the schedule of daily meetings and briefings? What other significant events of activities are planned or scheduled?	ESF-5	Ongoing

EEI - FLOOD EVENT

EEI - FLOOD EVENT

EEI	Specific Information Required	EEI Provider	When Due
Status of Reconnaissance Operations	What remote sensing missions have been requested? What areas are targeted? When will data be available? Is a rapid needs assessment underway? What areas are being assessed? When will reports be available? Is the Civilian Air Patrol (CAP) activated? Where are overflights being conducted? When will reports be available? What format? What other aerial reconnaissance missions are in progress? Are commercial remote-sensing sources available?	ESF-5	Ongoing
Status of State and Local Operations	What are the State and local priorities? What are the major State operations in support of the local jurisdictions? What support is being received from other States under Emergency Management Assistance Compacts?	Ops	NLT 6 hours following event

EEI	Specific Information Required	EEI Provider	When Due
Resource Shortfalls	What are the actual or potential resource shortfalls of the affected State? What are the anticipated requirements for Federal resources? What are potential or actual Federal shortfalls? What are potential sources for resource shortfalls? What resources are available and where are they located? Priorities: water, food, power, medical, heat, communications	Ops	Initial estimate within 12 hours following event and updated every 12 hours
Priorities for Mitigation	What pre-approved mitigation projects are in the declared disaster area? Has the disaster changed the cost/benefit of the pre-approved project? Where are repair costs likely to be substantial (exceed 50% of structure value)?	FEMA IT ESF-5 FIA	Initial report on COBR and non-NFIP immediately following flooding Remote sensing DEM and structure comparison 48 hours after event
Donations/ Voluntary Agency Activities	Has a Donations Hotline been established or is there a need for the Hotline? Which Voluntary Agencies are actively involved in operations?	Ops	NLT 12 hours following event

EEI - FLOOD EVENT

EEI - FLOOD EVENT

EEI	Specific Information Required	EEI Provider	When Due
Historical Information	Have previous events of similar magnitude affected the area? Results? What resources were provided by the Federal Government? What were the major operational problems? What were other critical issues?	ESF-5	NLT 24 hours following event
Demographics	Population of impacted areas. Demographic breakdown of population including income levels. Number/type of housing units in impacted areas. Level of insurance coverage.	ESF-5	NLT 12 hours following event
Safety Hazards	Personal safety issues Is there a need for personnel protection equipment? What are the safety hazards confronting operations?	Safety Officer	Initial Briefing NLT 12 hours following event
Hazardous, Toxic and Radiological Issues	Are there reported or suspected hazardous material/toxic release incidents? What follow up actions are planned or underway? Are there actual or potential radiological incidents? Where? What follow up actions are planned or underway?	Ops ESF-5	Initial report NLT 12 hours following event

EEI	Specific Information Required	EEI Provider	When Due
Boundaries of Primary (seismically affected) and Secondary (flooded, tsunami- or fire-affected) Disaster Areas	Geographic locations sustaining damage Description of extent of damage sustained Boundaries of areas evacuated Estimated % of population evacuated Estimated % of population unable to return Polygons/files created for development of GIS maps by one GIS unit which can be used by other GIS units. All remote sensing imagery or derived maps	ESF-5	Initial estimate NLT 12 hours following earthquake For GIS polygons: As soon as produced. JPEGs posted NLT 24 hours following GIS product
Socio-Economic/ Political Impacts	Number of homes affected Potential/estimated population affected Number of shelters open/population Number and type of businesses affected Status of local government operations (including police, fire services and EMS) Potential shelter requirements	ESF-5	Initial estimate NLT 12 hours following earthquake
Jurisdictional Boundaries	List of jurisdictions (cities, counties) affected, with maps Political and congressional jurisdictions affected	ESF-5	NLT 12 hours following event

EEI - EARTHQUAKE EVENT

EEI - EARTHQUAKE EVENT

EEI	Specific Information Required	EEI Provider	When Due
Status of Transportation	Status of area airports Status of major/primary roads Status of critical bridges Status of railways Status of ports Status of public transit systems Status of pipelines Status of evacuation routes How accessible are the most severely impacted areas? Is debris a problem on major roadways or bridges?	ESF#1	Initial report/ estimate within 1 to 6 hours following event NLT 12 hours following event
Status of Communications	Status of telecommunications service (including Internet) and infrastructure, including towers Reliability of cellular service in areas affected Potential requirement for radio/satellite communications capability Status of emergency broadcast (TV, radio, cable) system and ability to disseminate information	ESF#2	NLT 12 hours following earthquake
Weather	What is the post-event weather forecast and implications for impeding operations?	ESF-5	Ongoing

EEI	Specific Information Required	EEI Provider	When Due
Status of Emergency Operations Centers	Status of local EOCs Status of State EOC Status of Agency EOCs Location and status of Federal facilities established	Ops	NLT 1 hour following earthquake
Hazard-Specific Information	What is potential for tsunami- ancillary events? What is extent of fire? What is potential for (or extent of) flooding? Number/estimate of collapsed structures potentially requiring Urban Search & Rescue (USAR) Potential for release of HAZMAT Potential/actual damage/failures What is potential for aftershocks? What is potential for landslides or other hazards? Location of epicenter Magnitude of event	ESF-5	Ongoing
Major Issues/Activities of ESFs/OFAs	What operations and assessments are agencies conducting under their own authorities? What mission assignments have been issued? What is status of Mission Assignments?	Ops ESF-5	NLT 24 hours following event

EEI - EARTHQUAKE EVENT

EEI - EARTHQUAKE EVENT

EEI	Specific Information Required	EEI Provider	When Due
Status of Critical Infrastructures and Facilities	Status of potable and nonpotable water and sewage treatment plants/ distribution systems Status of electrical power generation and distribution Status of medical facilities (hospitals/nursing homes) Status of schools and other public buildings Status of fire and police facilities Status of Corps projects and dams Status of landfill and solid waste removal system	Ops	NLT 24 hours following earthquake Depending on damage and information collection capability, some data may require more than 12 hours.
Resource Shortfalls	What are the actual or potential resource shortfalls of the affected State? What are the anticipated requirements for Federal resources? What are potential or actual Federal shortfalls? What are potential sources for resource shortfalls? What resources are available and where are they located? Priorities: water, food, power, medical, heat, communications	Ops	Initial estimate within 12 hours following event and updated every 12 hours
Priorities for Response	What are the Federal operational priorities?	ESF-5	At beginning of each OPeriod

EEI	Specific Information Required	EEI Provider	When Due
Status of Reconnaissance Operations	What remote sensing missions have been requested? What areas are targeted? When will data be available? Is a rapid needs assessment underway? What areas are being assessed? When will reports be available? Is the Civilian Air Patrol (CAP) activated? Where are overflights being conducted? When will reports be available? What format? What other aerial reconnaissance missions are in progress? Are commercial remote-sensing sources available?	ESF-5	Ongoing
Status of Key Personnel	Where is the ERT-A Team Leader located? Who is designated as the FCO and where is he or she currently located? Who is designated as the State Coordinating officer and where is he or she located? Is a State Liaison deployed from the Region?	ESF-5	Within 4 hours following Disaster Declaration

EEI - EARTHQUAKE EVENT

EEI - EARTHQUAKE EVENT

EEI	Specific Information Required	EEI Provider	When Due
Status of ESF Activations	Which ESFS are activated?	Ops	Within 3 hours of activation
Status of Declarations	Is there a Presidential Declaration? What is the type of declaration? Which jurisdictions are included? Which types of assistance are authorized? Are there special cost-share provisions regarding Direct Federal Assistance? When are PDAs scheduled? Which jurisdictions will be assessed, and in what order?	ESF-5	ASAP
Priorities for Mitigation	What pre-approved mitigation projects are in the declared disaster area? Has the disaster changed the cost/benefit of the pre-approved project? Where are repair costs likely to be substantial (exceed 50% of structure value)?	FEMA IT ESF-5 FIA	Initial report on COBR and non-NFIP immediately following earthquake Remote sensing DEM and structure comparison 48 hours after event
Upcoming Activities	What is the schedule of daily meetings and briefings? What other significant events of activities are planned or scheduled?	ESF-5	Ongoing

EEI	Specific Information Required	EEI Provider	When Due
Donations/ Voluntary Agency Activities	Has a Donations Hotline been established or is there a need for the Hotline? Which Voluntary Agencies are actively involved in operations?	Ops	NLT 12 hours following event
Historical Information	Have previous events of similar magnitude affected the area? What were the results? What resources were provided by the Federal Government? What were the major operational problems? What were other critical issues?	ESF-5	NLT 24 hours following event
Demographics	Population of impacted areas. Demographic breakdown of population including income levels. Number/type of housing units in impacted areas. Level of insurance coverage.	ESF-5	NLT 12 hours following event
Hazardous, Toxic and Radiological Issues	Are there reported or suspected hazardous material/toxic release incidents? What follow up actions are planned or underway? Are there actual or potential radiological incidents? Where? What follow up actions are planned or underway?	Ops	Initial report NLT 12 hours following event

EEI - EARTHQUAKE EVENT

EEI - EARTHQUAKE EVENT

EEI	Specific Information Required	EEI Provider	When Due
Safety Hazards	Personal safety issues Is there a need for personnel protection equipment? What are the safety hazards confronting operations?	Safety Officer	Initial Briefing NLT 12 hours following event
Status of State and Local Operations	What are the State and local priorities? What are the major State operations in support of the local jurisdictions? What support is being received from other States under Emergency Management Assistance Compacts?	Ops	NLT 6 hours following event

EEI	Specific Information Required	EEI Provider	When Due
Hurricane Forecasts and Related Information	Storm track Surge Imagery Forecast wind buffer Evacuation information Other Hurrevac data.	ESF-5	5 a.m. 11 a.m. 5 p.m. 11 p.m. (all times Eastern)
River Forecast Center (RFC) and Heavy Precipitation Center (HPC) Forecast Information	Forecast flooding information	ESF-5	As soon as flood forecast is made
Pre-landfall Information	Demographics of severe wind/ storm surge area Pre-landfall remote sensing Boundaries of evacuated area Estimated % of population evacuated pre-landfall	ESF-5	12 hours prior to landfall.
Boundary of Disaster Areas and Secondary (Flooding or Tornado) Disaster Areas	Geographic locations sustaining damage Description of extent of damage sustained Estimated % of population unable to return Polygons/files created for development of GIS maps by one GIS unit which can be used by other GIS units All remote sensing imagery or derived maps	ESF-5	Initial estimate NLT 12 hours following landfall For GIS polygons: As soon as produced JPEG files posted NLT 24 hours following landfall

EEI - HURRICANE EVENT

EEI - HURRICANE EVENT

EEI	Specific Information Required	EEI Provider	When Due
Weather	What is the post-landfall weather forecast?	ESF-5	Ongoing
Socio-Economic and Political Impacts	Number of homes affected Potential/ estimated population affected Number of shelters open/population Pre-landfall shelters: Host Post-landfall shelters: Displaced Number and type of businesses affected Status of local government operations (including police, fire services and EMS)	ESF-5 ESF-6	Initial estimate NLT 12 hours following landfall
Boundaries of Jurisdictions	List of jurisdictions (cities, counties) affected, with maps Political and congressional jurisdictions affected	ESF-5	NLT 12 hours following landfall
Status of Communications	Status of telecommunications service (including Internet) and infrastructure, including towers Reliability of cellular service in areas affected Potential requirement for radio/satellite communications capability Status of emergency broadcast (TV, radio, cable) system and ability to disseminate information	ESF-2	NLT 12 hours following landfall

EEI	Specific Information Required	EEI Provider	When Due
Status of Transportation	Status of: Area airports Major/primary roads Critical and non-critical bridges Railways Ports, navigation facilities and locks Natural gas and fuel pipelines Evacuation routes Public transit systems Control systems: air, rail, and marine traffic How accessible are the most severely impacted areas? Is debris a problem on major roadways or bridges?	ESF-1	Initial report/ estimate within 1 to 6 hours following landfall, remainder NLT 12 hours following landfall
Status of Emergency Operations Centers	Status of local EOCs Status of State EOC Status of Agency EOCs Location and status of Federal facilities	Ops	NLT 1 hour following landfall
Status Of Key Personnel	Who and where is: ERT-A Team Leader FCO SCO FEMA liaison to State	ESF-5	Within 4 hours following Disaster Declaration

EEI - HURRICANE EVENT

EEI - HURRICANE EVENT

EEI	Specific Information Required	EEI Provider	When Due
Status Of ESF Activations	Which ESFS are activated in ROC, EST?	Ops	Within 3 hours of activation
Hazard-Specific Information	Potential/actual coastal erosion Extent of storm surge Potential for (or extent of) flooding Number/estimate of collapsed structures potentially requiring Urban Search & Rescue (US&R) Potential for HAZMAT release Potential/actual damage/failures Potential for other hazards	ESF-5 Ops	Ongoing
Status of Critical Infrastructure and Facilities	Status of potable and nonpotable water and sewage treatment plants/distribution systems Status of electrical power generation and distribution Status of medical facilities (hospitals/nursing homes) Status of schools and other public buildings Status of fire and police facilities Status of water control projects, dams and levees Condition of roofs Status of local fuel/natural gas pipelines	Ops	NLT 24 hours following landfall

EEI	Specific Information Required	EEI Provider	When Due
Status Of Reconnaissance Operations	What remote sensing missions have been requested? What areas are targeted? When will data be available? Is a rapid assessment being conducted ? What areas are being assessed? When will reports be available? Is the Civil Air Patrol (CAP) activated? Where are overflights being conducted? When will reports be available? What format? What other aerial reconnaissance missions are in progress? Are commercial remote-sensing sources available?	ESF-5	Ongoing
Status of State and Local Operations	What are the State and local priorities? What are the major State operations in support of the local jurisdictions? What support is being received from other States under Emergency Management Assistance Compacts?	Ops	NLT 6 hours following landfall

EEI - HURRICANE EVENT

EEI - HURRICANE EVENT

EEI	Specific Information Required	EEI Provider	When Due
Status Of Declarations	Is there a Presidential Declaration? What type? Which jurisdictions are included? Which types of assistance are authorized? Are there special cost-share provisions for Direct Federal Assistance? When are PDAs scheduled? Which jurisdictions will be assessed, and in what order?	ESF-5	No later than 1 hour following official declaration
Major Issues/Activities/ Mission Assignments Of ESFs/OFAs	What operations and assessments are agencies conducting under their own authorities? What mission assignments have been issued? What is the status of Mission Assignments?	Ops ESF-5	NLT 24 hours following landfall
Resource Shortfalls	What are the actual or potential resource shortfalls of the State? What are the anticipated requirements for Federal resources? What are potential or actual Federal shortfalls? What are potential sources for resource shortfalls? What resources are available and where are they located?	Ops	Within 12 hours following landfall and updated every 12 hours
Priorities For Response	What are the Federal operational priorities?	ESF-5	At the beginning of each OPeriod

EEI	Specific Information Required	EEI Provider	When Due
Priorities For Mitigation	What pre-approved mitigation projects are in the declared disaster area? Has the disaster changed the cost/benefit of the pre-approved project? Are Coastal Barrier Resource system units in the potential strike zone? Are National Flood Insurance Program (NFIP) non-participating communities in the potential strike zone? Has erosion from storm surge and flooding invalidated previous FIRMs? Where are repair costs likely to be substantial (exceed 50% of structure value)?	FEMA IT ESF-5 FIA	Initial report on COBR and non-NFIP 45 hours prior to landfall Remote sensing DEM and structure comparison 48 hours after hurricane landfall
Upcoming Activities	What is the schedule of daily meetings and briefings? What other significant events of activities are planned or scheduled?	ESF-5	Ongoing
Donations/ Voluntary Agency Activities	Has a Donations Hotline been established or is there a need for the Hotline? Which Voluntary Agencies are actively involved in operations?	Ops	NLT 12 hours following landfall

EEI - HURRICANE EVENT

EEI - HURRICANE EVENT

EEI	Specific Information Required	EEI Provider	When Due
Historical Information	Have storms of similar magnitude previously affected the area? What were the results? What resources were provided by the Federal Government? What were the major operational problems? What were critical issues?	ESF-5	NLT 24 hours following landfall
Demographics	Population of impacted areas. Demographic breakdown of population including income levels. Number/type of housing units in impacted areas. Level of insurance coverage.	ESF-5	NLT 12 hours following landfall
Safety Hazards	Personal safety issues Is there a need for personnel protection equipment? What are the safety hazards in conducting operations?	Safety Officer	Initial Briefing NLT 12 hours following landfall
Hazardous, Toxic and Radiological Issues	Are there reported or suspected hazardous material/toxic release incidents? What follow up actions are planned or underway? Are there actual or potential radiological incidents? Where? What follow up actions are planned or underway?	Ops	Initial report NLT 12 hours following landfall

LOGISTICAL ITEM	DISASTER TYPE														
	MODERATE					MASSIVE					CATASTROPHIC				
	C	S	P	D	T	C	S	P	D	T	C	S	P	D	T
BINDING MACHINE									1					1	
BULLETIN BOARD (3x4)	1	1				1	1	1			1	1	1		
CALCULATOR, HAND		1					1	1				1	1		
CAMERA, DIGITAL		1					1					2			
CHAIR, OFFICE	3	4	4	6	5	3	6	6	10	6	4	10	8	14	7
CLOCK, WALL (24 HR)	1	2	1	1	1	1	3	1	1	1	1	3	1	1	1
COMPUTER, PERSONAL (PENTIUM) W/ FAX/MODEM	2	3	3	5	3	2	4	4	7	4	3	5	4	10	5
COMPUTER, LAPTOP, (PENTIUM) W/ FAX/MODEM		1		1			1	1	1			2	1	2	
COPIER, PORTABLE							1					1			
COPIER, HIGH SPEED, COLLATING				1					1					2	
FAN, OSCILLATING	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
FAX, PORTABLE, PROGRAMMABLE				1			1		1			1		1	
FILE CABINET (4 DRAWER LETTER)		1		2			1		3			1		4	
FIRST AID KIT	1					1					1				
FLASHLIGHT	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
FLIPCHART W/ EASEL		2	1				2	2				2	2		
GPS) UNIT, HAND-HELD		1			1		1			1		2			2
MICROPHONE, SPEAKER/BRIEFER		1					2					2			
NETWORK CONNECTIONS	2	3	3	5	3	2	4	4	7	4	3	5	4	10	5
PAPER, ROLL, COATED, 36" x 150'					5					10					15
PAPER, ROLL, PRO-IMAGE		6					12					21			
PROJECTOR, OVERHEAD		1					2					2			
PROJECTOR, SLIDE, 35mm		1					1					1			
PAPERCUTTER				1					1					1	
PHONE, CELLULAR	1	1				2	1	1			2	1	1	1	1
PRINTER, LASER, B&W		1	1	1			1	1	2			2	1	3	1
PRINTER, LASER, COLOR				1					1					2	
PRO-IMAGE POSTER PRINTER		1					1					2			
PLOTTER PRINTER					1					1					2
RADIO, PORTABLE (AM/FM)	1	1				1	1				1	2	1		
SCANNER, FLATBED		1					1					1			
SCREEN, PROJECTOR		1					1					1			
SPEAKERPHONE	1	1				1	1				1	1			
STAPLER, HEAVY-DUTY				2					2					3	
TABLE, WORK (8 FEET)	1	2	2	4	3	2	3	3	6	4	2	6	4	8	5
TELEPHONE LINES	2	3	2	3	2	3	4	3	3	2	3	6	4	5	3
TELEVISION, COLOR		1					2					3			
VIDEOCASSETTE RECORDER		1					2					3			
VIDEO CONVERSION UNIT									I					I	

Note: In the chart above, the narrow column designations are "C" = Section Chief; "S" = Situation Status Branch; "P" = Planning Support Branch; "D" = Documentation Branch, and "T" = Technical Services Branch.

SECTION LOGISTICS REQUIREMENTS

SPATIAL NEEDS DETERMINATION WORKSHEET

The physical layout of the Section will depend largely on projected staff size and the area of the DFO to which the Section is ultimately assigned. To ensure that the Section is allocated an optimum (or, at the very least, adequate) workspace environment, it is best to quickly identify and convey spatial requirements to the ERT Logistics Section. The worksheet below can be used to calculate minimum workspace requirements, based on projected staffing.

			TOTAL	CUMULATIVE TOTAL
Work space	--	+ 300 sq. feet	= 300 sq. feet	
Display area	--	+ 300 sq. feet	= 300 sq. feet	= 600 sq. feet
Situation Room	--	+ 1300 sq. feet	= 1300 sq. feet	= 1900 sq. feet
# of GIS Specialists		X 120 sq. feet per person	=	=
# of GIS Suites		X 50 sq. feet per suite	=	=
# of stand-alone Plotters		X 40 sq. feet per plotter	=	=
# of all other staff		X 100 sq. feet per person	=	=
TOTAL SQUARE FEET:				

Request Date: _____

STAFF REQUEST FORM
PERSONNEL BRANCH - STAFFING GROUP

All requests for PFTs, reservists, and for recruiting local hires must be submitted to the ERT Administration Section Personnel Branch in order to be filled. To request staff, please complete the information below:

1. Requesting Official's Name, Position, Phone No., and Pager No.:
_____
_____

2. Alternate Contact Name, Position, Phone No., and Pager No.:
_____
_____

3. ERT POC Name, Position, Phone No. and Pager No. (Individual who can be contacted by the requested staff for further details about the assignment or deployment): _____
_____

INFORMATION ABOUT THE ASSIGNMENT

4. Functional Title: _____

5. Description of Assignment (if the needed skills are not clearly reflected in the Functional Title, specify exactly the skills that are required; for example, Reports Specialist with experience preparing Situation Reports): _____
_____
_____

6. Requested Proficiency Level: _____

7. Estimated Duration of Assignment: _____

8. Duty Location: _____

9.   Report   Location   (Address):
_____
_____

10. Report Date: _____

11. Additional Information (e.g., bilingual requirement, by-name request, need PFT vs DAE, etc.) _____
_____

*** **FOR   PERSONNEL   OFFICE   USE**
****

LH _____   PFT _____   DAE _____   DATE
RECEIVED: _____

ERT STAFF REQUEST FORM

EST PHONE NUMBERS & E-MAIL ADDRESSES

TEAM POSITION	PHONE NUMBER	E-MAIL ADDRESS (@fema.gov)
EST Director	202-646-2424	
EST Deputy Director	202-646-2424	EST-DEPUTY
EST Director's Special Assistant	202-646-2425	EST-SPEC
EST Director's Administrative Assistant	202-646-2428	EST-DIRAST
Congressional & Government Affairs Officer	202-646-2467	EST-CONG
Public Affairs Officer	202-646-2433	EST-PUB
General Counsel *(on call)*	202-646-4097	

OPERATIONS SECTION		
Operations Section Chief	202-646-2430	EST-OPS
Operations Section Administrative Assistant	202-646-2430	EST-OPSAST
DOD Liaison	202-646-2438	EST-DOD
Action Tracking Coordinator	202-646-2460	EST-TRACK
Action Tracking	202-646-2461	EST-TRACK-A
Mission Assignment Coordinator	202-646-2464	EST-MISSIO
MERS Coordinator *(on call)*	202-646-4199	EST-MERS
Operations Support Branch Chief	202-646-2440	EST-OPSBR

OPERATIONS SECTION - continued		
ESF-01 Transportation	202-646-2441	EST-ESF01
ESF-02 Communications	202-646-2442	EST-ESF02
ESF-07 Resource Support	202-646-2447	EST-ESF07
Human Services Branch Chief	202-646-2462	EST-HS
ESF-06 Mass Care	202-646-2446	EST-ESF06
ESF-11 Food	202-646-2451	EST-ESF11
Donations / VOLAG	202-646-2453	EST-DONAT
Donations Specialist	202-646-2497	EST-DONAT-A
Infrastructure Support Branch Chief	202-646-2455	EST-INFRA
ESF-03 Public Works & Engineering	202-646-2443	EST-ESF03
ESF-12 Energy	202-646-2456	EST-ESF12
NRC Liaison	202-646-2457	EST-NRC
Emergency Services Branch Chief	202-646-2458	EST-EMERBR
ESF-04 Firefighting	202-646-2444	EST-ESF04
ESF-08 Health & Medical Services	202-646-2448	EST-ESF08
ESF-09 Urban Search & Rescue	202-646-2449	EST-ESF09
ESF-10 Hazardous Materials	202-646-2466	EST-ESF10
Mitigation Branch Chief	202-646-2454	EST-MIT

EST PHONE NUMBERS
& E-MAIL ADDRESSES

EST PHONE NUMBERS
& E-MAIL ADDRESSES

INFORMATION & PLANNING SECTION		
Information Planning Section Chief	**202-646-2470**	**EST-ESF05CH**
Info & Planning Section Administrative Assistant	**202-646-2473**	**EST-ESF05AST**
Planning Specialist 1	**202-646-2483**	**EST-ESF05PLN**
Planning Specialist 2	**202-646-2489**	**EST-ESF05PLN2**
Mitigation Planner	**202-646-2487**	**EST-ESF05MIT**
Information Analyst 1 (ICU)	**202-646-2474**	**EST-ESF05DP**
Information Analyst 2 (ICU)	**202-646-2471**	**EST-ESF05DP2**
Information Analyst 3 (ICU)	**202-646-2485**	**EST-ESF05DP3**
Information Analyst 4 (ICU)	**202-646-2494**	**EST-ESF05DP4**
Assessment Coordinator	**202-646-2475**	**EST-ESF05ST**
Information Specialist 1	**202-646-2472**	**EST-ESF05STA**
Information Specialist 2	**202-646-2485**	**EST-ESF05TCH**
Information Specialist 3	**202-646-2478**	**EST-ESF05DC**
Information Specialist 4	**202-646-2480**	**EST-ESF05RP**
Information Specialist 5	**202-646-2479**	**EST-ESF05GRA**
Teleconference/Briefing Coordinator	**202-646-2481**	**EST-ESF05BRF**
USACE Data and GIS Liaison	**202-646-2482**	**EST-ESF05DC2**
Other Federal Agency Technical Specialist TBD	**202-646-2486**	**EST-ESF05TC1**

LOGISTICS SECTION		
Logistics Section Chief	202-646-2440	EST-LOGSECT
Logistics Section Administrative Assistant	202-646-2493	EST-LOGAST
Logistics Branch Chief	202-646-2455	EST-LOGBR
Information Systems Branch Chief	202-646-2455	EST-LOGIS
Movement Coordination Center (MCC)	202-646-3832	
Computer Help	202-646-4357	
National Network Operations Center	703-542-4000	
FNARS Shift Supervisor	703-542-3447	
Communications Center	202-646-2533	

FINANCE & ADMINISTRATION SECTION		
Finance & Administration Section Chief		EST-FINAD
Finance Branch Chief	202-646-2491	EST-FIN
Mission Assignment Analyst	202-646-2491	EST-MSNANL
Admin Branch Chief	202-646-2420	EST-ADMIN
Administrative Specialist	202-646-2420	EST-ADM-SPEC
Security Specialist	202-646-2465	EST-SECURITY
Safety Specialist	202-646-2467	EST-SAFETY
Personnel Branch Chief	202-646-2431	EST-PER
Personnel Specialist	202-646-2463	EST-PER-A
In/Out Processor	202-646-5242	EST-INOUT

EST PHONE NUMBERS & E-MAIL ADDRESSES

OFFICE NUMBERS - REGION 1

REGION OFFICE/POSITION	VOICE NUMBER	FAX NUMBER
R1-RD REGIONAL DIRECTOR	617-223-9540	617-223-9519
R1-MT MITIGATION DIVISION	617-223-9559	617-223-9574
R1-MT-CM COMMUNITY MITIGATION PROGRAMS BRANCH	617-223-9573	617-223-9574
R1-MT-HZ HAZARD IDENTIFICATION AND RISK ASSESSMENT BRANCH	617-223-9571	617-223-9574
R1-PT PREPAREDNESS, TRAINING, AND EXERCISE DIVISION	617-223-9568	617-223-9638
R1-PT-TE TRAINING, EXERCISES, AND EVALUATION BRANCH	617-223-9567	617-223-9638
R1-PT-SL STATE AND LOCAL ASSISTANCE BRANCH	617-223-4546	617-223-9638
R1-RR RESPONSE AND RECOVERY DIVISION	617-223-9500	617-223-9507
R1-RR-HS HUMAN SERVICES BRANCH	617-223-9517	617-223-9507
R1-RR-IF INFRASTRUCTURE BRANCH	617-223-4864	617-223-4194
R1-RR-OP OPERATIONS AND PLANNING BRANCH	617-223-9502	617-223-9507
R1-OS OPERATIONS SUPPORT DIVISION	617-223-9505	617-223-9526
R1-OS-AS PROGRAM SERVICES BRANCH	617-223-9525	617-223-9526
R1-OS-IS INFORMATION SYSTEMS BRANCH	617-223-4770	508-461-5338
ROC REGIONAL OPERATIONS CENTER	508-461-5400	508-461-5415
MERS-MA MAYNARD MERS OPERATIONS CENTER	800-213-8965	508-461-5574

REGION OFFICE/POSITION	VOICE NUMBER	FAX NUMBER
R2-RD REGIONAL DIRECTOR	**212-225-7209**	**212-225-7281**
R2-CA CARIBBEAN AREA DIVISION	**787-729-7636**	**787-729-7639**
R2-MT MITIGATION DIVISION	**212-225-7228**	**212-225-7262**
R2-MT-CM COMMUNITY MITIGATION BRANCH	**212-225-7200**	**212-225-7262**
R2-MT-HZ HAZARD IDENTIFICATION AND RISK ASSESSMENT BRANCH	**212-225-7200**	**212-225-7262**
R2-PT PREPAREDNESS, TRAINING, AND EXERCISE DIVISION	**212-225-7215**	**212-225-7733**
R2-PT-TE TRAINING, EXERCISES, AND EVALUATION BRANCH	**212-225-7204**	**212-225-7733**
R2-PT-SL STATE AND LOCAL ASSISTANCE BRANCH	**212-225-7014**	**212-225-7733**
R2-RR RESPONSE AND RECOVERY DIVISION	**212-225-7210**	**212-225-7005**
R2-RR-HS HUMAN SERVICES BRANCH	**212-225-7007**	**212-225-7005**
R2-RR-IF INFRASTRUCTURE BRANCH	**212-225-7213**	**212-225-7005**
R2-RR-OP OPERATIONS AND PLANNING BRANCH	**212-225-7213**	**212-225-7005**
R2-OS OPERATIONS SUPPORT DIVISION	**212-225-7207**	**212-225-7281**
R2-OS-AS PROGRAM SERVICES BRANCH	**212-225-7279**	**212-225-7281**
R2-OS-IS INFORMATION SYSTEMS BRANCH	**212-225-7288**	**212-225-7281**
ROC REGIONAL OPERATIONS CENTER	**212-225-7258**	**212-225-7252**
MERS-MA MAYNARD MERS OPERATIONS CENTER	**800-213-8965**	**508-461-5574**

OFFICE NUMBERS - REGION 2

OFFICE NUMBERS - REGION 3

REGION OFFICE/POSITION	VOICE NUMBER	FAX NUMBER
R3-RD REGIONAL DIRECTOR	215-931-5608	215-931-5714
R3-MT MITIGATION DIVISION	215-931-5502	215-931-5501
R3-MT-CM COMMUNITY MITIGATION PROGRAMS BRANCH	215-931-5506	215-931-5501
R3-MT-HZ HAZARD IDENTIFICATION AND RISK ASSESSMENT BRANCH	215-931-5524	215-931-5501
R3-PT PREPAREDNESS, TRAINING, AND EXERCISE DIVISION	215-931-5540	215-931-5539
R3-PT-TE TRAINING, EXERCISES, AND EVALUATION BRANCH	215-931-5562	215-931-5539
R3-PT-SL STATE AND LOCAL ASSISTANCE BRANCH	215-931-5546	215-931-5539
R3-RR RESPONSE AND RECOVERY DIVISION	215-931-5622	215-931-5664
R3-RR-HS HUMAN SERVICES BRANCH	215-931-5624	215-931-5664
R3-RR-IF INFRASTRUCTURE BRANCH	215-931-5640	215-931-5664
R3-RR-OP OPERATIONS AND PLANNING BRANCH	215-931-5660	215-931-5664
R3-OS OPERATIONS SUPPORT DIVISION	215-931-5670	215-931-5714
R3-OS-AS PROGRAM SERVICES BRANCH	215-931-5672	215-931-5714
R3-OS-IS INFORMATION SYSTEMS BRANCH	215-931-5696	215-931-5714
ROC REGIONAL OPERATIONS CENTER	215-931-5757	215-931-5590
	E-MAIL: RG3ROC@FEMA.GOV	
MERS-TV THOMASVILLE MERS OPERATIONS CENTER	800-792-6196	912-225-4755

REGION OFFICE/POSITION	VOICE NUMBER	FAX NUMBER
R4-RD REGIONAL DIRECTOR	**770-220-5200**	**770-220-5344**
R4-MT MITIGATION DIVISION	**770-220-5401**	**770-220-5440**
R4-MT-CM COMMUNITY MITIGATION PROGRAMS BRANCH	**770-220-5416**	**770-220-5440**
R4-MT-HZ HAZARD IDENTIFICATION AND RISK ASSESSMENT BRANCH	**770-220-5488**	**770-220-5440**
R4-PT PREPAREDNESS, TRAINING, AND EXERCISE DIVISION	**770-220-5454**	**770-220-5233**
R4-PT-TE TRAINING, EXERCISES, AND EVALUATION BRANCH	**770-220-5466**	**770-220-5484**
R4-PT-SL STATE AND LOCAL SERVICES BRANCH	**229-225-4572**	**229-225-4631**
R4-RR RESPONSE AND RECOVERY DIVISION	**770-220-5316**	**770-220-5344**
R4-RR-HS HUMAN SERVICES BRANCH	**770-220-5320**	**770-220-5344**
R4-RR-IF INFRASTRUCTURE BRANCH	**770-220-5308**	**770-220-5344**
R4-RR-OP OPERATIONS AND PLANNING BRANCH	**229-225-4622**	**229-225-4587**
R4-OS OPERATIONS SUPPORT DIVISION	**770-220-5272**	**770-220-5348**
R4-OS-AS PROGRAM SERVICES BRANCH	**770-220-5558**	**229-225-5206**
R4-OS-IT INFORMATION TECHNOLOGY BRANCH	**770-220-5257**	**770-220-5601**
ROC (Levels 1 & 2) REGIONAL OPERATIONS CENTER	**770-220-5600**	**770-220-5265**
ROC (Level 3) THOMASVILLE MERS OPERATIONS CENTER	**229-225-4856**	**229-225-4865**
MERS-TV THOMASVILLE MERS OPERATIONS CENTER	**800-792-6196**	**229-225-4755**

OFFICE NUMBERS - REGION 4

OFFICE NUMBERS - REGION 5

REGION OFFICE/POSITION	VOICE NUMBER	FAX NUMBER
R5-RD REGIONAL DIRECTOR	312-408-5501	312-408-5234
R5-MT MITIGATION DIVISION	312-408-5550	312-408-5551
R5-MT-CM COMMUNITY MITIGATION PROGRAMS BRANCH	312-408-5552	312-408-5551
R5-MT-HZ HAZARD IDENTIFICATION AND RISK ASSESSMENT BRANCH	312-408-5543	312-408-5551
R5-PT PREPAREDNESS, TRAINING, AND EXERCISE DIVISION	312-408-5506	312-408-5222
R5-PT-TE TRAINING, EXERCISES, AND EVALUATION BRANCH	312-408-5582	312-408-5222
R5-PT-SL STATE AND LOCAL ASSISTANCE BRANCH	312-408-5528	312-408-5222
R5-RR RESPONSE AND RECOVERY DIVISION	312-408-5453	312-408-5599
R5-RR-HS HUMAN SERVICES BRANCH	312-408-5378	312-408-5599
R5-RR-IF INFRASTRUCTURE BRANCH	312-408-5582	312-408-5599
R5-RR-OP OPERATIONS AND PLANNING BRANCH	312-408-5523	312-408-5599
R5-OS OPERATIONS SUPPORT DIVISION	312-408-5368	312-408-5521
R5-OS-AS PROGRAM SERVICES BRANCH	312-408-5540	312-408-5521
R5-OS-IS INFORMATION SYSTEMS BRANCH	312-408-5557	312-408-5572
ROC REGIONAL OPERATIONS CENTER	312-408-5304 800-273-0890	312-408-5302
ROC ESF-5 INFORMATION AND PLANNING	312-408-5533	312-408-5302
MERS-DV DENVER MERS OPERATIONS CENTER	800-311-7021	303-235-4987

REGION OFFICE/POSITION	VOICE NUMBER	FAX NUMBER
R6-RD REGIONAL DIRECTOR	817-898-5104	817-898-5325
R6-MT MITIGATION DIVISION	817-898-5165	817-898-5195
R6-MT-CM COMMUNITY MITIGATION PROGRAMS BRANCH	817-898-5178	817-898-5195
R6-MT-HZ HAZARD IDENTIFICATION AND RISK ASSESSMENT BRANCH	817-898-5260	817-898-5195
R6-PT PREPAREDNESS, TRAINING, AND EXERCISE DIVISION	817-898-5209	817-898-5263
R6-PT-TE TRAINING, EXERCISES, AND EVALUATION BRANCH	817-898-5209	817-898-5263
R6-PT-SL STATE AND LOCAL ASSISTANCE BRANCH	817-898-5209	817-898-5263
R6-RR RESPONSE AND RECOVERY DIVISION	817-898-5144	817-898-5163
R6-RR-HS HUMAN SERVICES BRANCH	817-898-5509	817-898-5163
R6-RR-IF INFRASTRUCTURE BRANCH	817-898-5139	817-898-5163
R6-RR-OP OPERATIONS AND PLANNING BRANCH	817-898-5139	817-898-5163
R6-OS OPERATIONS SUPPORT DIVISION	817-898-5205	817-898-5388
R6-OS-AS PROGRAM SERVICES BRANCH	817-898-5598	817-898-5388
R6-OS-IS INFORMATION SYSTEMS BRANCH	817-898-5309	817-898-5307
ROC REGIONAL OPERATIONS CENTER	817-898-5433	817-898-5227
MERS-DV DENTON MERS OPERATIONS CENTER	817-898-5280	817-898-5512

OFFICE NUMBERS - REGION 6

OFFICE NUMBERS - REGION 7

REGION OFFICE/POSITION	VOICE NUMBER	FAX NUMBER
R7-RD REGIONAL DIRECTOR	816-283-7061	816-283-7582
R7-MT MITIGATION DIVISION	816-283-7001	816-283-7018
R7-MT-CM COMMUNITY MITIGATION PROGRAMS BRANCH	816-283-7076	816-283-7018
R7-PT PREPAREDNESS, TRAINING, AND EXERCISE DIVISION	816-283-7064	816-283-7098
R7-PT-TE TRAINING, EXERCISES, AND EVALUATION BRANCH	816-283-7021	816-283-7098
R7-PT-SL STATE AND LOCAL ASSISTANCE BRANCH	816-283-7021	816-283-7098
R7-RR RESPONSE AND RECOVERY DIVISION	816-283-7032	816-283-7042
R7-RR-HS HUMAN SERVICES BRANCH	816-283-7068	816-283-7042
R7-RR-IF INFRASTRUCTURE BRANCH	816-283-7027	816-283-7042
R7-RR-OP OPERATIONS AND PLANNING BRANCH	816-283-7007	816-283-7042
R7-OS OPERATIONS SUPPORT DIVISION	816-283-7087	816-283-7504
R7-OS-AS PROGRAM SERVICES BRANCH	816-283-7043	816-283-7504
R7-OS-IS INFORMATION SYSTEMS BRANCH	816-283-7069	816-283-7504
ROC REGIONAL OPERATIONS CENTER	816-283-7600	816-283-7601
MERS-DT DENTON MERS OPERATIONS CENTER	940-898-5512 800-260-5110	817-898-5230

REGION OFFICE/POSITION	VOICE NUMBER	FAX NUMBER
R8-RD REGIONAL DIRECTOR	303-235-4813	303-235-4976
R8-MT MITIGATION DIVISION	303-235-4814	303-235-4849
R8-PT PREPAREDNESS, TRAINING, AND EXERCISE DIVISION	303-235-4903	303-235-4857
R8-PT-SL STATE AND LOCAL ASSISTANCE BRANCH	303-235-4919	303-235-4857
R8-PT-CS CHEMICAL STOCKPILE EMERGENCY PREPAREDNESS PROGRAM BRANCH	303-235-4855	303-235-4857
R8-RR RESPONSE AND RECOVERY DIVISION	303-235-4904	303-235-4939
R8-RR-HS HUMAN SERVICES BRANCH	303-235-4841	303-235-4939
R8-RR-IF INFRASTRUCTURE BRANCH	303-235-4907	303-235-4939
R8-RR-OP OPERATIONS AND PLANNING BRANCH	303-235-4845	303-235-4939
R8-OS OPERATIONS SUPPORT DIVISION	303-235-4892	303-235-4924
R8-OS-AS PROGRAM SERVICES BRANCH	303-235-4930	303-235-4924
R8-OS-IS INFORMATION SYSTEMS BRANCH	303-235-4854	303-235-4977
ROC REGIONAL OPERATIONS CENTER	303-235-4779	303-235-4777
MERS-DV DENVER MERS OPERATIONS CENTER	800-311-7021 303-235-4847	303-235-4986

OFFICE NUMBERS - REGION 8

OFFICE NUMBERS - REGION 9

REGION OFFICE/POSITION	VOICE NUMBER	FAX NUMBER
R9-RD REGIONAL DIRECTOR	415-923-7100	415-923-7112
R9-PA PACIFIC AREA DIVISION	808-851-7900	808-851-7940
R9-MT MITIGATION DIVISION	415-923-7179	415-923-7147
R9-MT-CM COMMUNITY MITIGATION PROGRAMS BRANCH	415-923-7179	415-923-7147
R9-MT-HZ HAZARD IDENTIFICATION AND RISK ASSESSMENT BRANCH	415-923-7193	415-923-7147
R9-PT PREPAREDNESS, TRAINING, AND EXERCISE DIVISION	415-923-7200	415-923-7214
R9-PT-TE TRAINING, EXERCISES, AND EVALUATION BRANCH	415-923-7178	415-923-7214
R9-PT-SL STATE AND LOCAL ASSISTANCE BRANCH	415-923-7216	415-923-7214
R9-RR RESPONSE AND RECOVERY DIVISION	415-923-7250	415-923-7270
R9-RR-HS HUMAN SERVICES BRANCH	415-923-7259	415-923-7270
R9-RR-IF INFRASTRUCTURE BRANCH	415-923-7284	415-923-7270
R9-RR-OP OPERATIONS AND PLANNING BRANCH	415-923-7122	415-923-7270
R9-OS OPERATIONS SUPPORT DIVISION	415-923-7128	415-923-7126
R9-OS-AS PROGRAM SERVICES BRANCH	415-923-7132	415-923-7126
R9-OS-IS INFORMATION SYSTEMS BRANCH	415-923-7140	415-923-7157
ROC REGIONAL OPERATIONS CENTER	415-923-7061	415-923-7056
MERS-BT BOTHELL MERS OPERATIONS CENTER	800-395-6042	206-487-4441

REGION OFFICE/POSITION	VOICE NUMBER	FAX NUMBER
R10-RD **REGIONAL DIRECTOR**	**206-487-4607**	**206-487-4622**
R10-MT **MITIGATION DIVISION**	**206-487-4682**	**206-487-4613**
R10-MT-CM **COMMUNITY MITIGATION PROGRAMS BRANCH**	**206-487-4687**	**206-487-4613**
R10-MT-HZ **HAZARD IDENTIFICATION AND RISK ASSESSMENT BRANCH**	**206-487-4678**	**206-487-4613**
R10-PT **PREPAREDNESS, TRAINING, AND EXERCISE DIVISION**	**206-487-4767**	**206-487-4777**
R10-PT-TE **TRAINING, EXERCISES, AND EVALUATION BRANCH**	**206-487-4743**	**206-487-4777**
R10-PT-SL **STATE AND LOCAL ASSISTANCE BRANCH**	**206-487-4752**	**206-487-4777**
R10-RR **RESPONSE AND RECOVERY DIVISION**	**206-487-4688**	**206-487-4741**
R10-RR-HS **HUMAN SERVICES BRANCH**	**206-487-4754**	**206-487-4741**
R10-RR-IF **INFRASTRUCTURE BRANCH**	**206-487-4701**	**206-487-4741**
R10-RR-OP **OPERATIONS AND PLANNING BRANCH**	**206-487-4623**	**206-487-4741**
R10-OS **OPERATIONS SUPPORT DIVISION**	**206-487-4600**	**206-487-4692**
R10-OS-AS **PROGRAM SERVICES BRANCH**	**206-487-4639**	**206-487-4692**
R10-OS-IS **INFORMATION SYSTEMS BRANCH**	**206-487-4693**	**206-487-4707**
ROC **REGIONAL OPERATIONS CENTER**	**206-487-4646**	**206-487-4451**
MERS-BT **BOTHELL MERS OPERATIONS CENTER**	**800-395-6042**	**206-487-4441**

OFFICE NUMBERS - REGION 10

EARTHQUAKE INTENSITY SCALES

MERCALLI SCALE	RICHTER SCALE	LEVEL OF EXPECTED DAMAGE
1-4	</= 4.3	No damage.
5	4.4 to 4.8	Damage negligible. Small, unstable objects displaced or upset; some dishes and glassware broken.
6	4.9 to 5.4	Damage slight. Windows, dishes, glassware broken. Furniture moved or overturned. Weak plaster and masonry cracked.
7	5.5 to 6.1	Damage slight-moderate in well-built structures; considerable in poorly-built structures. Furniture and weak chimneys broken. Masonry damaged. Loose bricks, tiles, plaster, and stones will fall.
8	6.2 to 6.5	Structural damage considerable, particularly to poorly-built structures. Chimneys, monuments, towers, elevated tanks may fail. Frame houses moved. Trees damaged. Cracks in wet ground and steep slopes.
9	6.6 to 6.9	Structural damage severe; some will collapse. General damage to foundations. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground; liquefaction.
10	7.0 to 7.3	Most masonry and frame structures/ foundations destroyed. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Sand and mud shifting on beaches and flat land.
11	7.4 to 8.1	Few or no masonry structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Rails bent. Widespread earth slumps and landslides.
12	> 8.1	Damage nearly total. Large rock masses displaced. Lines of sight and level distorted.

CAT	CATEGORY DESCRIPTION	LEVEL OF DAMAGE
1	WIND SPEED: 74 - 95 MPH STORM SURGE: 4 - 5 FEET ABOVE NORMAL	Primary damage to unanchored mobile homes, shrubbery, and trees. Some coastal road flooding and minor pier damage. Little damage to building structures. .
2	WIND SPEED: 96 - 110 MPH STORM SURGE: 6 - 8 FEET ABOVE NORMAL	Considerable damage to mobile homes, piers, and vegetation. Coastal and low-lying escape routes flood 2-4 hours before arrival of hurricane center. Buildings sustain roofing material, door, and window damage. Small craft in unprotected moorings break moorings.
3	WIND SPEED: 111 - 130 MPH STORM SURGE: 9 - 12 FEET ABOVE NORMAL	Mobile homes destroyed. Some structural damage to small homes and utility buildings. Flooding near coast destroys smaller structures; larger structures damaged by floating debris. Terrain continuously lower than 5 feet ASL may be flooded up to 6 miles inland
4	WIND SPEED: 131 - 155 MPH STORM SURGE: 13 - 18 FEET ABOVE NORMAL	Extensive curtainwall failures with some complete roof structure failure on small residences. Major erosion of beaches. Major damage to lower floors of structures near the shore. Terrain continuously lower than 10 feet ASL may flood (and require mass evacuations) up to 6 miles inland.
5	WIND SPEED: OVER 155 MPH STORM SURGE: OVER 18 FT ABOVE NORMAL	Complete roof failure on many homes and industrial buildings. Some complete building failures. Major damage to lower floors of all structures located less than 15 feet ASL and within 500 yards of the shoreline. Massive evacuation of low ground residential areas may be required.

(SAFFIR-SIMPSON SCALE)

HURRICANE INTENSITY SCALE

TORNADO
INTENSITY SCALE

(FUJITA SCALE)

CAT	CATEGORY DESCRIPTION	LEVEL OF DAMAGE
F-0	**GALE TORNADO** **40 - 72 MPH**	Chimneys damaged; branches broken off of trees; shallow-rooted trees uprooted; sign boards damaged.
F-1	**MODERATE TORNADO** **73 - 112 MPH**	Roof surfaces peeled off; mobile homes pushed off foundations or overturned; moving autos pushed off roads.
F-2	**SIGNIFICANT TORNADO** **113 - 157 MPH**	Roofs torn off frame houses; mobile homes demolished; boxcars pushed over; large trees snapped or uprooted; light-object projectiles generated.
F-3	**SEVERETORNADO** **158 - 206 MPH**	Roofs and some walls torn off well-constructed houses; trains overturned; most trees in forest uprooted; heavy cars lifted off the ground and thrown.
F-4	**DEVASTATING TORNADO** **207 - 260 MPH**	Well-constructed houses leveled; structures with weak foundations relocated; cars thrown and large projectiles generated.
F-5	**INCREDIBLE TORNADO** **261 - 318 MPH**	Strong frame houses lifted off foundations and carried considerable distance to disintegrate; automobile-sized projectiles hurtle through the air in excess of 100 yards; tress debarked; other incredible phenomena expected.

TEMPERATURE

(CENTIGRADE TEMPERATURE X 1.8) + 32 = FAHRENHEIT
(FAHRENHEIT TEMPERATURE - 32) X 0.555 = FAHRENHEIT

WATER (BY VOLUME/WEIGHT)
At 16.7° Centigrade or 62° Fahrenheit

1 US gallon	=	8.33 lbs.
		0.833 UK gallons
		3.79 liters
1 liter	=	1 kilogram
		2.2 lbs.
		0.26 US gallons
		0.22 UK gallons
1 cubic foot	=	62.3 lbs.

DISTANCE

1 Nautical Mile	=	6082 feet
		1.152 Statute Miles
		1.852 Kilometers
1 Kilometer	=	1000 meters
		0.52 Nautical Miles
		0.62 Statute Miles
1 Statute Mile	=	5280 feet
		1.6 Kilometers
		0.87 Nautical Miles

MEASUREMENT CONVERSIONS

METRIC-TO-ENGLISH
CONVERSION TABLES

LENGTHS

TO CONVERT	INTO	MULTIPLY BY
millimeters	inches	0.03937
centimeters	inches	0.3937
meters	inches	39.37
	feet	3.281
	yards	1.0936
kilometers	yards	1093.6
	miles	0.6214

VOLUMES

TO CONVERT	INTO	MULTIPLY BY
cubic centimeters	cubic inches	0.06102
	liquid ounces	0.03381
cubic meters	cubic feet	35.314
	cubic yards	1.308
	US gallons	264.2
liters	cubic inches	61.023
	cubic feet	0.03531
	US gallons	0.2642
	cups	4.166
	pints	2.128
	quarts	1.053

WEIGHTS

TO CONVERT	INTO	MULTIPLY BY
grams	grains	15.432
	ounces	0.03527
kilograms	ounces	35.27
	pounds	2.2046
	US tons	0.001102
metric tons	pounds	2204.6
	US tons	1.1023

SURFACES

TO CONVERT	INTO	MULTIPLY BY
square centimeters	square inches	0.155
square meters	square feet	10.764
	square yards	1.196
square kilometers	square miles	0.3861
hectares	acres	2.471

METRIC-TO-ENGLISH
CONVERSION TABLES

ENGLISH-TO-METRIC CONVERSION TABLES

LENGTHS

TO CONVERT	INTO	MULTIPLY BY
inches	millimeters	25.4
	centimeters	2.54
	meters	0.0254
feet	meters	0.3048
yards	meters	0.9144
	kilometers	914.4
miles	kilometers	1.609

VOLUMES

TO CONVERT	INTO	MULTIPLY BY
cubic inches	cubic centimeters	16.387
	liters	0.0164
cubic feet	cubic meters	0.0283
	liters	28.317
cubic yards	cubic meters	0.7646
fluid ounces	milliliters	30.0
liquid ounces	cubic centimeters	29.57
US gallons	cubic meters	0.00378
	liters	3.785

WEIGHTS

TO CONVERT	INTO	MULTIPLY BY
ounces	grams	28.35
	kilograms	0.02835
pounds	kilograms	0.4536
	metric tons	0.000454
US tons	kilograms	907.2
	metric tons	0.9072

SURFACES

TO CONVERT	INTO	MULTIPLY BY
square inches	square centimeters	6.452
square feet	square meters	0.092
square yards	square meters	0.8361
acres	hectares	0.4047
square miles	kilometers	2.59

ENGLISH-TO-METRIC CONVERSION TABLES

DAYLIGHT TIMEZONE CONVERSION

GMT	ATDT	EDT	CDT	MDT	PDT	ALDT	HADT
DIFFERENCE	-3	-4	-5	-6	-7	-8	-9
00:00	21:00*	20:00*	19:00*	18:00*	17:00*	16:00*	15:00*
01:00	22:00*	21:00*	20:00*	19:00*	18:00*	17:00*	16:00*
02:00	23:00*	22:00*	21:00*	20:00*	19:00*	18:00*	17:00*
03:00	00:00	23:00*	22:00*	21:00*	20:00*	19:00*	18:00*
04:00	01:00	00:00	23:00*	22:00*	21:00*	20:00*	19:00*
05:00	02:00	01:00	00:00	23:00*	22:00*	21:00*	20:00*
06:00	03:00	02:00	01:00	00:00	23:00*	22:00*	21:00*
07:00	04:00	03:00	02:00	01:00	00:00	23:00*	22:00*
08:00	05:00	04:00	03:00	02:00	01:00	00:00	23:00*
09:00	06:00	05:00	04:00	03:00	02:00	01:00	00:00
10:00	07:00	06:00	05:00	04:00	03:00	02:00	01:00
11:00	08:00	07:00	06:00	05:00	04:00	03:00	02:00
12:00	09:00	08:00	07:00	06:00	05:00	04:00	03:00
13:00	10:00	09:00	08:00	07:00	06:00	05:00	04:00
14:00	11:00	10:00	09:00	08:00	07:00	06:00	05:00
15:00	12:00	11:00	10:00	09:00	08:00	07:00	06:00
16:00	13:00	12:00	11:00	10:00	09:00	08:00	07:00
17:00	14:00	13:00	12:00	11:00	10:00	09:00	08:00
18:00	15:00	14:00	13:00	12:00	11:00	10:00	09:00
19:00	16:00	15:00	14:00	13:00	12:00	11:00	10:00
20:00	17:00	16:00	15:00	14:00	13:00	12:00	11:00
21:00	18:00	17:00	16:00	15:00	14:00	13:00	12:00
22:00	19:00	18:00	17:00	16:00	15:00	14:00	13:00
23:00	20:00	19:00	18:00	17:00	16:00	15:00	14:00
24:00	21:00	20:00	19:00	18:00	17:00	16:00	15:00